

If you already have a TeacherEase account proceed directly to [Online Registration](#).

Online Registration (Returning Students to the District)

To complete the full registration process, log in to your www.teacherease.com account for online registration. You may click on the Online Registration link in the announcement, or access it by going to **Miscellaneous > Online Registration**. If you do not see your child's name listed, contact the school.

Follow the steps below to complete registration:

1. Click on **Continue registering existing students**
2. Click on **Complete Form** next to each child
3. Review any additional documents
4. **Pay Fees** if applicable
5. **Create Free-Reduced Lunch Application** if applicable

Once you're finished, the administrators will review and approve your changes.

You can register a new child joining the district through the parent portal if you see an option labeled "Register a new student(s) to the district". You will need to submit basic information (name, grade level, contacts) to the school for approval. If the school does not have this feature enabled you will need to contact the school and let them know that you want to add an additional student.

New Family Registration

Any families that are new to the district will need to submit an application online. Access to the link may be available on the district website or sent out via email after speaking with the school administration.

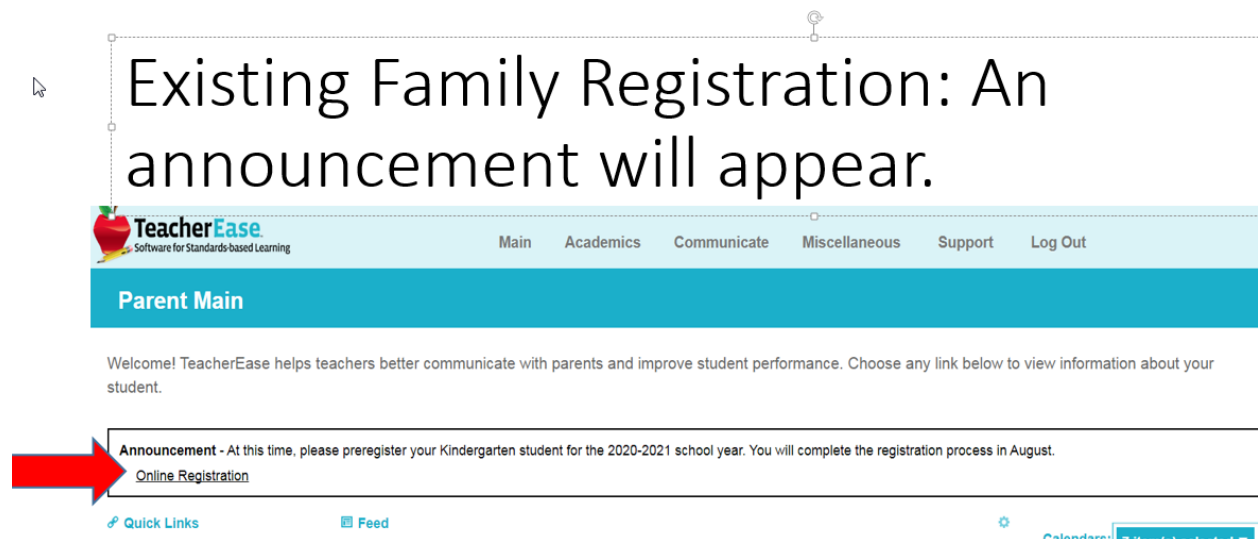
The following information will be requested for each child you need to register.

1. The student(s)'s First Name, Last Name, School, and Grade Level
2. Custodial Parent/Guardian contact information

The school will be notified upon completion of the application so they can review the information submitted and approve or deny the application. After approval, the student's TeacherEase account is automatically created, and an email with a link to create a password for TeacherEase will be sent to custodial guardians. If the full registration process has been opened by the school, you can log in to www.teacherease.com and move on to the next section to complete Online Registration.

Screen Shots (Adding an additional student to the district)

If you are an existing family in the district (you have a student at a K-12 grade level or your student was a Pre-K student last year), you will need to login to TeacherEase at <https://www.teacherease.com/common/login.aspx> to begin the registration process. If you do not remember your password, please click on the forgot password link. If you do not have an email address in TeacherEase, please call or email the school secretary. (New families go to the end of this document for initial instructions.)



The screenshot shows the TeacherEase website interface. At the top, there is a navigation menu with links for Main, Academics, Communicate, Miscellaneous, Support, and Log Out. Below the navigation is a blue header bar with the text "Parent Main". The main content area features a welcome message: "Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student." Below this message is an announcement box with a red arrow pointing to the "Online Registration" link. The announcement text reads: "Announcement - At this time, please preregister your Kindergarten student for the 2020-2021 school year. You will complete the registration process in August." At the bottom of the page, there are quick links for "Quick Links", "Feed", and "Calendars: [7 items selected]".

Existing Family Registration: An announcement will appear.

TeacherEase
Software for Standards-based Learning

Main Academics Communicate Miscellaneous Support Log Out

Parent Main

Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.

Announcement - At this time, please preregister your Kindergarten student for the 2020-2021 school year. You will complete the registration process in August.
[Online Registration](#)

Quick Links Feed Calendars: 7 items selected

Click on Online Registration

The parent will choose to register a new student(s) to the district then continue

TeacherEase
Software for standards-based learning

Main Main Academics Communicate Miscellaneous Support Log Out

Register Alexander Section - Grade 3 (2019-20)

Online Registration

How would you like to register your students for the next school year?

Register a new student(s) to the district

Continue registering existing student(s) (not started)

Student Name Grade Level

Continue Back

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The existing family will enter data for their student

COMMON GOAL SYSTEMS INC.

School District: Carmi-White CUSD #5

Start Registration for New Student(s) at Carmi-White CUSD #5 Step 1 of 3

Please start the registration process by entering your student's information:

*First Name:

*Last Name:

*School:

Continue Add Another Student *required field

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Parent information form

COMMON GOAL SYSTEMS INC.

School District: Carmi-White CUSD #5

Add Parent/Guardians Step 2 of 3

Please enter the contact information for custodial parent/guardian(s) (emergency contacts are added later):

*First Name:

*Last Name:

*Email:

*Relationship:

Phone Number: Type:

[Continue](#) [Add Another Parent/Guardian](#) [Back](#) *required field

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Confirms information that has been input

COMMON GOAL SYSTEMS INC.

School District: Carmi-White CUSD #5

Confirm Information Step 3 of 3

Confirm your information:

Student(s):

First Name	Last Name	Grade Level	School
John	Doe	K - Kindergarten	Lincoln Attendance Center

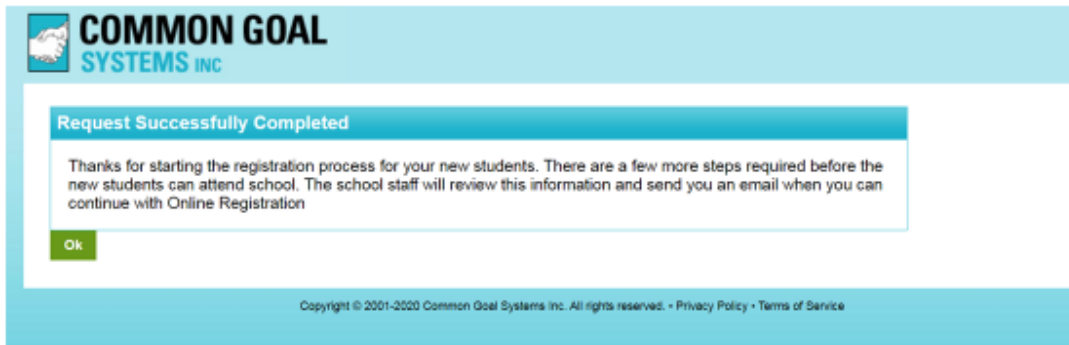
Parent/Guardian(s):

First Name	Last Name	Email	Relationship	Phone Number	Phone Type
Mary	Doe	mdoe@email.com	Mother	6183821234	Home

[Confirms and Submit](#) [Back](#)

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Request successfully completed confirmation



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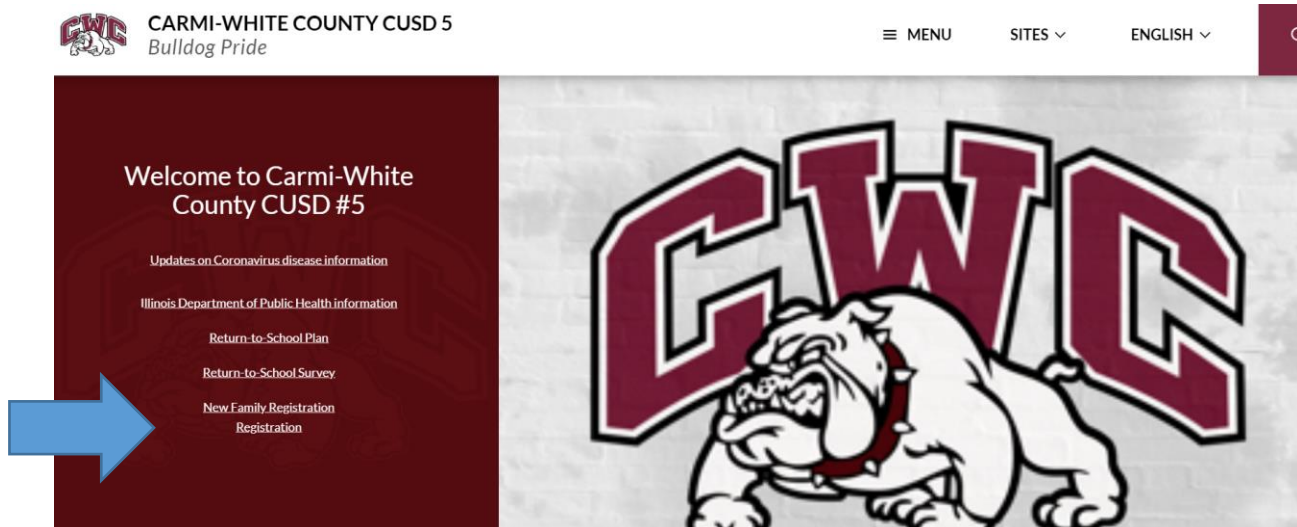
Request Successfully Completed

Thanks for starting the registration process for your new students. There are a few more steps required before the new students can attend school. The school staff will review this information and send you an email when you can continue with Online Registration

OK

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New families to the district will begin the process from the www.carmischools.org website.




CWC CARMI-WHITE COUNTY CUSD #5
Bulldog Pride

≡ MENU SITES ▾ ENGLISH ▾

Welcome to Carmi-White County CUSD #5

- Updates on Coronavirus disease information
- Illinois Department of Public Health information
- Return-to-School Plan
- Return-to-School Survey
- New Family Registration Registration

CWC



A blue arrow points to the "New Family Registration Registration" link in the navigation menu.

Accept or Decline request

- If declined, the parent will receive an email that indicates that they have not been approved to join our school district and Common Goals will not create a new student or contacts. A parent could be declined because they are an existing family in Common Goals.
- If approved, a follow-up email will be send with a link on how to login. The parent will create their password and be prompted to login.

Please call or email your child's school with any questions:

Lincoln Attendance Center 618-384-3421

Secretary: abuttry@carmischools.org

Jefferson Attendance Center 618-382-7016

Secretary: amartin@carmischools.org

Washington Attendance Center 618-382-4631

Secretary: ccribbs@carmischools.org

Junior High 618-382-4661

Secretary: hmillhorn@carmischools.org

High School 618-382-4661

Secretary: abalding@carmischools.org