

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

If you are new to the district, please use this link,

<https://www.teacherease.com/NewFamilyRegistration.aspx?refid=1a50e2e3-21f6-46e0-98d7-39d6bbf35569>

to start the online registration process. Once you have selected the link please follow the attached steps.

STEP 1: STUDENT INFORMATION

~IF YOU ONLY HAVE ONE STUDENT, AFTER ENTERING THEIR INFORMATION SELECT CONTINUE. IF YOU HAVE MORE THAN ONE STUDENT SELECT ADD ANOTHER STUDENT UNTIL YOU HAVE ADDED THEM ALL, THEN SELECT CONTINUE.

COMMON GOAL SYSTEMS INC

School District: Beecher City USD 20

Start Registration for New Student(s) at Beecher City USD 20 Step 1 of 3

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

*First Name:

*Last Name:

*School:

*Grade Level Entering:

*First Name:

*Last Name:

*School:


*Grade Level Entering: [remove](#)

[Continue](#) [Add Another Student](#) *required field

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

STEP 2: CUSTODIAL PARENT INFORMATION

~PLEASE BE SURE TO USE THE EMAIL THAT YOU WISH THE SCHOOL TO NOTIFY YOU WITH



School District: Beecher City USD 20

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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STEP 3: CONFIRMATION OF INFORMATION

~ ONCE YOU CONFIRM YOUR INFORMATION PLEASE SELECT CONFIRM AND SUBMIT, IF SOMETHING IS NOT CORRECT PLEASE USE THE BACK BUTTON AT ANY TIME.



School District: Beecher City USD 20

Confirm Information Step 3 of 3

Confirm your information:

Student(s):

First Name	Last Name	Grade Level	School
Leighton	Lark	9 - Ninth Grade	Beecher City Jr./Sr. High School
Angie	Lark	3 - Third Grade	Beecher City Grade School

Parent/Guardian(s):

First Name	Last Name	Email	Relationship	Phone Number	Phone Type
Philip	Lark	philiplark11@gmail.com	Father	6184875117	Work

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

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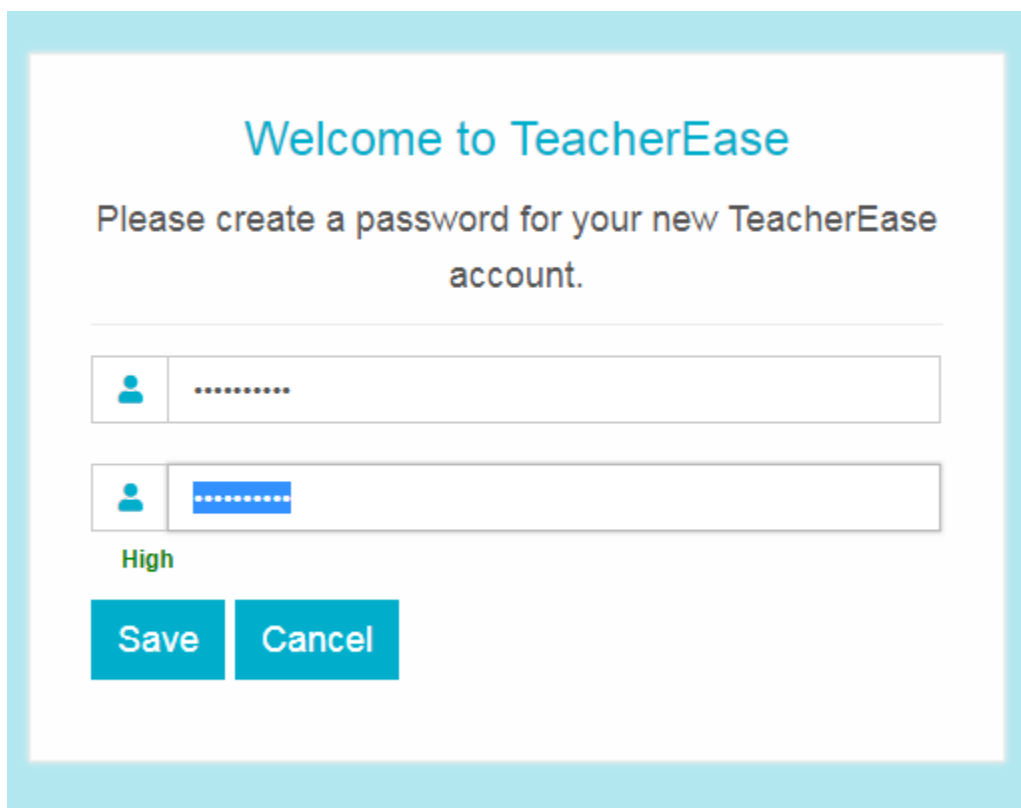
BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

AFTER THIS STEP, A REQUEST HAS BEEN SUBMITTED FOR AUTHORIZATION TO THE SCHOOL FOR YOU TO BE ABLE TO CONTINUE WITH REGISTRATION. WHEN YOU HAVE BEEN APPROVED YOU WILL RECEIVE A CONFIRMATION EMAIL, TO THE EMAIL YOU PROVIDED IN STEP 2, WITH A LINK TO CONTINUE THE REGISTRATION PROCESS.

ONCE YOU HAVE RECEIVED THE CONFIRMATION EMAIL WITH THE LINK, YOU WILL NEED TO COMPLETE THE FOLLOWING STEPS:

STEP 1: CREATE A NEW PASSWORD

~THIS IS THE PASSWORD YOU WILL USE TO ACCESS YOUR STUDENTS INFORMATION ON TEACHEREASE.



The screenshot shows a web interface for creating a new password. At the top, it says "Welcome to TeacherEase" in blue. Below that, it asks the user to "Please create a password for your new TeacherEase account." There are two input fields, each with a person icon on the left and a password mask (dots) inside. The second field has a blue highlight. Below the fields, the word "High" is displayed in green. At the bottom, there are two buttons: "Save" and "Cancel", both in white text on a blue background.

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

STEP 2: IF YOU MADE IT TO THIS STEP BY USING A CONFIRMATION LINK YOU WILL SELECT CONTINUE REGISTERING EXISTING STUDENTS, THEN CONTINUE.

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
Lark, Leighton	9
Lark, Angie	3

Continue

Be sure to select Continue registering existing student(s)

STEP 3: DOWNLOAD AND READ THE FOLLOWING LINKS FOR EACH SCHOOL

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

STUDENT INFORMATION – FAMILY INFORMATION- EMERGENCY CONTACTS

Registration Form

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Submit' when complete.

Student: Lark, Leighton

Student Information	Family Information	Emergency Contacts	Documentation
Please complete all student information fields.			
Please enter your phone number(s).	Home Phone	<input type="text" value="6184875118"/>	
	Cell Phone	<input type="text" value="2173432222"/>	
Please enter Mailing Address	*Address 1	<input type="text" value="438 E State Hwy 33"/>	
	Address 2	<input type="text"/>	
	Address 3	<input type="text"/>	
	*City, State Zip	<input type="text" value="Beecher City"/> <input type="text" value="IL"/> <input type="text" value="62414"/>	

Student Information	Family Information	Emergency Contacts
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STEP 6: PLEASE SELECT YES OR NO FOR THE DOCUMENTATION TAB:

~IS A LANGUAGE OTHER THAN ENGLISH SPOKEN IN YOUR HOME? IF YOU SELECT YES, YOU WILL NEED TO FILL OUT A HOME LANGUAGE SURVEY THAT WILL BE SENT HOME WITH YOUR CHILD.

~THE OTHER FORMS ARE FROM THE FORMS YOU WERE TO DOWNLOAD IN STEP 3. IF YOU AGREE TO WHAT YOU HAVE READ PLEASE SELECT YES, IF YOU DO NOT AGREE TO HAVE YOUR CHILD PARTICIPATE PLEASE SELECT NO.

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Registration Form

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Submit' when complete.

Student: Lark, Leighton

Student Information	Family Information	Emergency Contacts	Documentation
			*Is a language other than English spoken in your home? <input type="text"/>
			*Technology Use Form <input type="text"/>
			*Picture Agreement <input type="text"/>
			*Student Handbook <input type="text"/>
			*Field Trip Authorization <input type="text"/>

Submit

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Registration Form

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Submit' when complete.

Student: Lark, Leighton

Student Information	Family Information	Emergency Contacts	Documentation
			*Is a language other than English spoken in your home? No ▾
			*Technology Use Form Yes ▾
			*Picture Agreement Yes ▾
			*Student Handbook Yes ▾
			*Field Trip Authorization Yes ▾

Submit

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STEP 7: ONCE YOU HAVE COMPLETED ONE CHILD SELECT SUBMIT, IT WILL TAKE YOU BACK TO WHERE YOU CAN DO THE SAME THING FOR YOUR OTHER CHILDREN.

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Student	Description	Complete
Lark, Leighton Beecher City Jr./Sr. High School	Please download the Jr. Sr. High School Handbook if you have a child entering Jr/Sr High and confirm receipt at end of registration Handbook 2019-2020 Student Planner.pdf	Complete
	Please download the following: Field Trips Agreement, a yes or no answer is required. Field_Trips_2019-2020.pdf	
	Please download the following: Acceptable Use Policy and confirm agreement. Acceptable_Computer_Use_Policy (1).pdf	
	Please download the Authorization for Electronic Network Access Authorization_for_Electronic_Network_Access__3_.pdf	
	Complete Online Registration Form	Complete Form
	If you wish to see if you qualify for Free/Reduced Lunch please fill out the Free/Reduced Lunch Online Application. You can do this on TeacherEase under Miscellaneous- Free/Reduced Lunch Application.	
	Payments - Please select any optional fees and pay mandatory fees to complete your student's registration.	pay fees
Create Free-Reduced Lunch Application	Back	

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STEP 8: ONCE ALL OF YOUR FORMS HAVE BEEN COMPLETED YOU WILL FINISH BY SELECTING:

[pay fees](#)

STEP 9: ALL STUDENTS HAVE TO PAY THE BOOKRENT FEE OF \$90.00, UNLESS YOU QUALIFY FOR ASSISTANCE.

*****IF YOU WISH TO SEE IF YOU DO QUALIFY FOR ASSISTANCE PLEASE SELECT OPTION “REQUEST REGISTRATION FEE WAIVER/FREE-REDUCED LUNCH” BEFORE PAYING.**

IF YOU HAVE CHILDREN ATTENDING THE JR/SR HIGH YOU WILL NEED TO SELECT THE ITEMS HE/SHE MAY BE REQUIRED TO HAVE/NEED/WANT.

IF YOUR CHILD PLANS ON PLAYING A BEECHER CITY HOSTED SPORT YOU WILL NEED TO PAY FOR THE SPORTS FEE, IF YOUR CHILD IS PLAYING MORE THAN ONE SPORT YOU WILL NEED TO PAY \$50, IF YOU HAVE MORE THAN ONE CHILD IN A SPORT YOU WILL PAY A MAX OF \$50.

*****THIS ONLY COVERS SPORTS THAT BEECHER CITY HOST, YOU WILL ALSO HAVE TO PAY SPORTS FEES TO COWDEN-HERRICK IF YOUR CHILD PLAYS A SPORT HOSTED BY THEM*****

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Student	Selected	Fee	Amount
MILLER, BAYLEE ANN Beecher City Grade School Paid Student	<input type="checkbox"/>	BOOKRENT	\$90.00
	<input type="checkbox"/>	<u>Deposit for student lunch account (optional)</u>	\$ <input type="text" value="0"/>
Subtotal:			\$90.00
MILLER, LANE DALTON Beecher City Grade School Paid Student	<input type="checkbox"/>	BOOKRENT	\$90.00
	<input type="checkbox"/>	<u>Deposit for student lunch account (optional)</u>	\$ <input type="text" value="0"/>
Subtotal:			\$90.00
MILLER, PAIGE MORGAN Beecher City Grade School Paid Student	<input type="checkbox"/>	BOOKRENT	\$90.00
	<input type="checkbox"/>	<u>Deposit for student lunch account (optional)</u>	\$ <input type="text" value="0"/>
Subtotal:			\$90.00
Payment Total:			\$270.00

[Continue](#)[Request Registration Fee Waiver/Free-Reduced Lunch](#)[Printable](#)[Back](#)

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2019-20

Student	Selected	Fee	Amount
Lark, Leighton Beecher City Jr./Sr. High School Paid Student		BOOKRENT	\$90.00
	<input type="checkbox"/>	PE LOCKS (optional) - \$5.00	
	<input type="checkbox"/>	PE MESH SHORT (optional) - \$11.00	
	<input type="checkbox"/>	PE SHIRT (optional) - \$8.00	
	<input type="checkbox"/>	SAFETY GLASSES (optional) - \$5.00	
	<input type="checkbox"/>	SPORT- ONE SPORT (optional) - \$25.00	
	<input type="checkbox"/>	SPORT- TWO SPORTS OR FAMILY (optional) - \$50.00	
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
Subtotal:			\$90.00
Lark, Angie Beecher City Grade School Paid Student		BOOKRENT	\$90.00
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
	Subtotal:		
Payment Total:			\$180.00

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WE HAVE ADDED ONLINE PAYMENTS THIS YEAR, IF YOU WISH TO PAY ONLINE SELECT CONTINUE, IF YOU WISH TO PAY BY CASH OR CHECK PLEASE SELECT PRINTABLE, PRINT THE PAGE AND SEND THE PAGE WITH MONEY TO THE SCHOOL.

Pay Registration Fees

Registration Year: 2019-20

Student	Selected	Fee	Amount
MILLER, BAYLEE ANN Beecher City Grade School Paid Student		BOOKRENT	\$90.00
	<input checked="" type="checkbox"/>	Deposit for student lunch account (optional)	\$50.00
	Subtotal:		
MILLER, LANE DALTON Beecher City Grade School Paid Student		BOOKRENT	\$90.00
	<input checked="" type="checkbox"/>	Deposit for student lunch account (optional)	\$50.00
	Subtotal:		
MILLER, PAIGE MORGAN Beecher City Grade School Paid Student		BOOKRENT	\$90.00
	<input checked="" type="checkbox"/>	Deposit for student lunch account (optional)	\$50.00
	Subtotal:		
Payment Total:			\$420.00

IT WILL TAKE YOU TO "PAY REGISTRAION FEES" – THE AMOUNT IS TRANSFERRED OVER AND YOU WILL NEED TO ENTER YOUR CARD INFORMATION HERE. SELECT NEXT.

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Pay Registration Fees

Amount: \$420.00


Pay with credit card

KIM MILLER

United States

Card number

Zip

MM / YY  CVV

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YOU WILL BE ABLE TO HAVE A RECEIPT EMAILED TO YOU AS WELL AS BE ABLE TO PRINT ONE OUT.

Amount: \$420.00

Pay with this credit card

Kimberly Miller
Visa xxxxxx0277

[Edit information](#)

Enter your email to receive a receipt

loudonconst@yahoo.com

On your statement, this charge will appear as "WPY*Beecher City USD"

Confirm

BEECHER CITY NEW STUDENT ONLINE REGISTRATION INSTRUCTIONS

Online Payment Receipt

Please print a copy of this receipt for your records.

Customer Name: Kimberly Miller

Customer Email: loudonconst@yahoo.com

Date/Time: 7/3/2019 2:24:58 PM

Payment to District: \$420.00

Convenience Fee: \$0.00

Total: \$420.00

Transaction ID: C1870904817

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PLEASE BE SURE TO VISIT WWW.BEECHERCITY.ORG FOR ANY FORMS THAT YOU MAY NEED TO FILL OUT AND RETURN TO THE OFFICES. (MEDICATION, SARAH BUSH LINCOLN DENTAL SERVICE)