

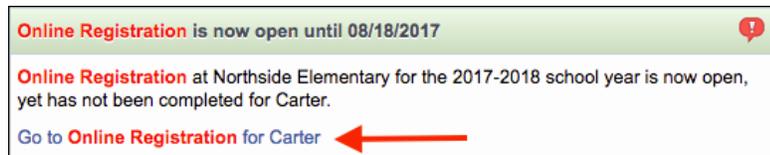
# Geneseo CUSD #228 Directions for Online Registration 2017-2018

The following is needed to participate in the on-line registration process:

1. A computer or tablet with Internet access - Due to the amount of data being entered/verified, we do NOT recommend completing Online Registration on your phone. (If you don't have access to a computer, computers are available at the Geneseo library or you can attend the Open Lab at the Geneseo Middle School on August 3rd from 2:00 - 7:00 pm.)
2. Skyward Family Access account - If you have forgotten your login or password, you can email Nitzy Bull at [ibull@geneseoschools.org](mailto:ibull@geneseoschools.org) for assistance.
3. A valid e-mail address for the guardian completing the process. Either guardian from Family #1 can complete the registration. Family #2 guardians can view but not change any of the information EXCEPT their emergency contacts.
4. Each student being registered must be a returning student.
5. If you wish to pay your fees online, you will need a Discover, Visa or Mastercard (debit or credit). There is a \$1 convenience fee on all online payments.

## STEPS TO COMPLETE ONLINE REGISTRATION

1. Log into your Family Access Account using your Login and Password.
2. Click the "Go to Online Registration for ..." to begin the process for each student.



### Online Registration

Carter (Northside Elementary 2017-2018)

**District Message**

Welcome to registration for the 2017-2018 school year. All returning students MUST be registered prior to the first day of school, August 17, 2017. The Online Registration process is not finalized until you click on the submit button at the end. If you do not receive a confirmation email after submission, the online portion is not completed. **Your registration is not considered complete until you have paid your registration fees.**

3. Please complete ALL of the steps found on the right side of this page. These steps allow you to verify and update your child's information. There are different steps for Elementary, Middle School and High School students. You must complete each step before proceeding to the next step.

To start, read the District Message at the top of the page and then select "Next" or click on Step 1a. Student Information.

If you cannot finish in one sitting, clicking on the "Close and Finish Later" button will save your work and allow you to continue later.

District Message
1. Verify Student Information
<b>a. Student Information</b>
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
2. Health Information
3. Bus Information
4. Computer Acceptable Use
5. Handbook
6. Elementary Parent Permission
7. SchoolMessenger Consent Family #1
8. SchoolMessenger Consent Family #2
9. E-Signature Verification
10. Add a Food Service Application
11. Pay Fees and Add Money to Lunch Account
12. Complete <b>Online Registration</b>

**Next**

**Close and Finish Later**

**Online Registration**

Carter (Northside Elementary 2017-2018)

**Step 5. Handbook (Required)**

Print View Full Screen

Student's Name:  Student's Home School: North

Guardian's Name:  Student's Grade: 05

The 2017-18 Student/Parent Handbook is designed to be an online document. It is understood that not all those families who do not have Internet access and a hard-copy of the handbook is needed, one will be provided below. Please read this acknowledgment and answer the following questions. **IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO OBTAIN A HARD-COPY OF THE STUDENT/PARENT HANDBOOK FROM THE STUDENT'S SCHOOL OFFICE.** The 2017-18 Student/Parent handbook is available on the school's homepage.

I/We agree to access the Student/Parent Handbook through the Geneseo School District website.

\* View handbook on website: Yes

I/We acknowledge that we would like a hard-copy of the Student/Parent Handbook and are responsible for its cost.

\* Need copy of handbook: No  Received handbook

I/We understand that we may contact a building administrator if we have any questions about its content. I/We are responsible for their actions and acknowledge the consequences explained in the discipline policy. I/We understand that my/our acknowledgment does not necessarily indicate my/our agreement with its content. It is impossible to identify and include every situation, action, or consequence that may occur. The policies and procedures of the school district are subject to change without notice. The school district and its administrators have the authority to make decisions outside of what is written in the handbook. If unique or unusual circumstances arise, the school district is authorized to take whatever action they deem appropriate under the circumstances in the educational process.

I/We have read and understand the above information and I/we accept the handbook.

\* Student accepts handbook: Yes \* Guardian Accepts Handbook: Yes

**PEST MANAGEMENT POLICY INFORMATION**

A state law requires implementation of the Integrated Pest Management approach to pest control in school buildings to assure that exposure to pesticides in the school environment is minimized. More information is available in the student handbook and on the Geneseo School District website. If you would like a hard copy of the handbook, contact the Unit Office @ 309-945-0450.

The law also requires notification to parents if chemical treatment will take place. Parents may request to be notified of the treatment of the school buildings or grounds. Forms are available at the office in each school building or on the district website.

Complete Step 5 and move to Step 6

4. EVERY STEP MUST BE OPENED AND YOU MUST SELECT "Complete Step \_\_\_ and move to Step \_\_\_" at the bottom of the page. A green check mark will appear by each step after you complete it. If you are having difficulty seeing everything on the screen, select the "View Full Screen" button in the top right hand corner to show everything.

1. Verify Student Information  
Completed 05/10/2017 12:17pm

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts

5. Step 1a is to verify your Student's Information - make any necessary changes and click the "Complete Step 1a and move to Step 1b" button to save your entries and move to the next step.
6. Step 1b is to make any changes to the Student's Address
7. Step 1c is to make any changes to the Family Information
8. Step 1d is to make any changes to the Emergency Information.
9. Step 1e is for Emergency Contacts. Please make sure that someone OTHER than the student's parents/guardians are included as an emergency contact. You are allowed up to three emergency contacts. All emergency contacts will be listed. You can delete contacts, add new contacts, modify phone numbers of contacts, add comments to contacts and change the order of contacts (the district will always start with the first contact listed).
10. Step 2 is to update your child's Health Information. Please include any information that has changed in the last year.
11. Steps 3-6 are forms for Bus Information, Computer Acceptable Use, Handbook and Parent Permission.
12. Steps 7-8 (GMS) and Steps 9-11 (GHS) are extra permission and informational forms. The HS Athletics and Activities Podcast (Step 10 for GHS) will open in a new window. Once viewed, close that window and go back to the registration steps and click that the step has been completed.

**Online Registration**

Carter (Northside Elementary 2017-2018)

**Step 8. SchoolMessenger Consent Family #2 (Optional)**

This form is for parents/guardians who are coded as the second family in Skyward Family Access. If this does not apply to your family, you do not have to fill out this form. Just go on to the next step to complete the Online Registration process.

Print  I do not wish to fill out this optional form View Full Screen

Consent for Phone Calls Using SchoolMessenger

This form should be completed by Family #2.

Student's Name:

Due to FCC Regulations, Geneseo CUSD #228 is required to have parents opt-in to phone calls from the dialing system. Please select YES next to the phone numbers we can call through the automated phone system.

Emergency phone calls will still be made to all phone numbers we have in the system for your child even if you do not opt-in.

**REMEMBER:** If you do not allow automated phone calls from the school district you will not receive notification messages.

13. Steps 7-8 (elementary), Steps 9-10 (GMS), and Steps 12-13 (GHS) are consent forms for SchoolMessenger phone calls. We must have your permission to call your cell phone numbers for general informational calls. If you choose not to receive phone calls from the Geneseo School District you will not receive any informational calls from the district - you will still receive emergency calls. This form must be completed by all families. The SchoolMessenger Consent Family #2 form is optional for students that have parents living in separate households. If this form does not apply, check the box in front of "I do not wish to fill out this optional form."

14. Step 9 (elementary), Step 11 (GMS), and Step 14 (GHS) is a comprehensive form to collect your electronic signature for all of the other forms that you have completed.
15. The Application for Free/Reduced Meals is included as part of the Online Registration process. Separate directions for this area on the Registration page of the District Website.
16. The final step for each grade level is to Pay Registration Fees and Add Money to your child's lunch account. There is a \$1 convenience fee for all online transactions. You DO NOT have to make a payment at this time; however payment should be made before the start of the school year. Your registration is not considered complete until payment has been made. Even if you are not paying at this time, you must select "Pay Fees and Add Money to Lunch Account" which will open another window. Then close the window and select "Complete Step \_\_\_ and move to Step \_\_\_" the green checkmark will appear next to the payment step even if you did not complete the payment at this time. If you will be paying fees for multiple children, combine all of the fees into one payment or you will have to pay a \$1 convenience fee for each transaction.

**Online Registration**

Carter (Northside Elementary 2017-2018) Print

**Step 12. Complete Online Registration (Required)**

By completing **Online Registration**, you are confirming that the Steps below have been finished. Are you sure you want to complete **Online Registration** for Carter?

**Review Online Registration Steps**

Step 1) <b>Verify Student Information</b>	Completed 05/10/2017 12:17pm
<i>No Requested Changes exist for Step 1.</i>	
Step 2) <b>Health Information</b>	Completed 05/10/2017 12:19pm
Step 3) <b>Bus Information</b>	Completed 05/10/2017 12:20pm
Step 4) <b>Computer Acceptable Use</b>	Completed 05/10/2017 12:24pm
Step 5) <b>Handbook</b>	Completed 05/10/2017 12:24pm
Step 6) <b>Elementary Parent Permission</b>	Completed 05/10/2017 12:25pm
Step 7) <b>SchoolMessenger Consent Family #1</b>	Completed 05/10/2017 12:25pm
Step 8) <b>SchoolMessenger Consent Family #2</b>	Completed 05/10/2017 12:26pm
Step 9) <b>E-Signature Verification</b>	Completed 05/10/2017 12:26pm
Step 10) <b>Add a Food Service Application</b>	Completed 05/10/2017 12:26pm
Step 11) <b>Pay Fees and Add Money to Lunch Account</b>	not completed

Guardian Name:  Guardian Address:

**Submit Online Registration**

17. Final Step – Review and Complete Registration. Review the Online Registration steps and verify that everything is correct. If you need to correct anything, you can either click the link for the step on the right next to the green checkmarks, or click the Previous Step button on the bottom right. After verifying all steps have been completed, click the "Submit Online Registration" button to complete registration. You will not be able to submit the registration until all steps are completed.

18. Check your e-mail that you use for Family Access. You should have received an e-mail confirming that registration is complete.

If at any point you need to stop and return to the process, select Close and Finish Later. You will receive a message that you did NOT complete Online Registration. When you are ready to complete the registration, simply log back in to Family Access and click on the "Go to Registration for [Student]" link at the top of your message board, or the "Online Registration" tab on the top left side of the screen and you will be able to continue where you left off.

Carter (Northside Elementary 2017-2018)

**X** You have **not completed Online Registration** for Carter for the 2017-2018 in Northside Elementary.

**✓** Your changes have been **saved**.

[Go back to complete steps](#)

**REPEAT THE STEPS FOR EACH CHILD.**