

Dear Parents and Guardians:

It's almost time to register your returning student for the 2019-20 School year. Registration begins on April 3, 2019 and must be completed on or before May 6, 2019. For your convenience, Addison District 4 is excited to offer an online registration option for all returning students. This online registration process will help expedite the registration process and assist with planning for the 2019-20 School Year.

In addition to completing the registration for your child each year, a requirement in Addison School District 4 is to provide proof of residency. Registration will not be complete until you have completed proof of residency at each school your child attends. We also ask parents to complete a paper copy of the Student Health Form for each child to maintain up-to-date health information. Finally, all incoming 6th grade students must have a physical/immunization form completed prior to the start of the 2019-20 School Year.

All proof of residency documents, health forms, and physical/immunization forms can be dropped off at your child's school office. Addison School District 4 will also have extended hours on the following dates to complete registration and/or proof of residency:

- Wednesday, May 1, 2019: 4:00 PM – 7:00 PM---all schools will be at Indian Trail Junior High.
- Saturday, May 4, 2019: 10:00 AM – 2:00 PM at Indian Trail Junior High. Registration/Residency documents will be accepted for all schools on this date.

Computers will be set-up for families to complete registration online and school staff will be available to complete proof of residency at each school and on these special dates.

To access online registration, you must login to Skyward Family Access from a browser on a computer, tablet, or mobile device. Please note that registration is not an available function in the Skyward mobile app. Upon logging into Skyward Family Access with your district-issued username and password, please follow these instructions:

1. Visit the Skyward website at <http://bit.ly/SkywardASD4>. Login with your Family Access Login ID and Password.

2. Once you are logged in, please click on Go to Online Registration for (Student). This process needs to be completed for each student in your family.

- Once you have completed the Online Registration process, click the Fee Management tab to pay for fees by credit card, please access your RevTrak account. Payment by cash or check must be completed at each school.

The screenshot shows a school website dashboard. On the left is a vertical navigation menu with the following items: Home, Online Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Discipline, Test Scores, Fee Management (highlighted with a black box and a star icon), Activities, Student Services, Conferences, Portfolio, and Login History. The main content area features a notification banner at the top that says "Missing Email Address!" with a red exclamation mark icon. Below this is a message: "You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time." with a checkbox labeled "Do not record an Email Address". Another notification banner below that says "Online Registration is now open until 06/28/2019" with a red exclamation mark icon. Below this is a message: "Online Registration at Lake Park Elementary for the 2019-2020 school year is now open, yet has not been completed." with a "Go to Online Registration for" link. The bottom section is titled "Parent Survey/Encuesta para padres" and includes a "Dear Parent," greeting, a date "Wed Dec 19, 2018 9:35am", and text explaining the survey: "This is a reminder to participate in the parent survey supplement, part of the Illinois 5Essentials Survey administration. We guarantee that survey responses will never be connected to the identity of you or your child. School reports will only present aggregated information of how parents and students responded as a whole. A parent survey report will be generated if at least 20 percent of parents respond to the survey. While the parent data will not be made public, the parent report will be made available to the district and will enable them to make considerations based on the responses. Your participation in the parent survey will help us understand the conditions at your child's school and guide improvement. Again, your identity and individual survey responses will be kept".

- Once you have submitted all of the necessary information and paid the registration fees, a confirmation email will be sent to the email address you have on file in Skyward and to the school office. Some information in the registration portal will need to be approved. You will receive an email notification if anything needs to be changed or corrected.

If you have any questions about online registration or about residency, please contact your school office.

I have completed the Registration Process after the following:

- Complete and Submit Online Registration
- Paid all 2019-2020 School Fees in Fee Management
- Complete Proof of Residency
- Submit Student Health Form
- Submit Physical/Immunization Forms (incoming 2nd and 6th Grade)