



Wood River – Hartford School District 15

Online Registration Instructions

The Wood River – Hartford School District is using the Skyward Family Access system to allow parents/guardians to register their current Wood River – Hartford School District 15 students online eliminating the need to complete numerous paper forms. This effort will result in a substantial savings in paper and printing costs as well as in data entry costs, not to mention the environmental implications. In addition, most parents will find the process to be much more convenient and less time consuming.

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

1. A computer with Internet access (if you don't have access to a computer, this can also be done at the public library or during one of the on-line registration sessions held by the district)
2. Skyward Family Access account
3. A valid email address for the guardian completing the process
4. Each student being registered must be a returning student

Please be aware that the information you see when registering may not look exactly like what is shown in this documentation. However, the overall function and operation will remain basically the same. If you have questions, please don't hesitate to contact your child's school.

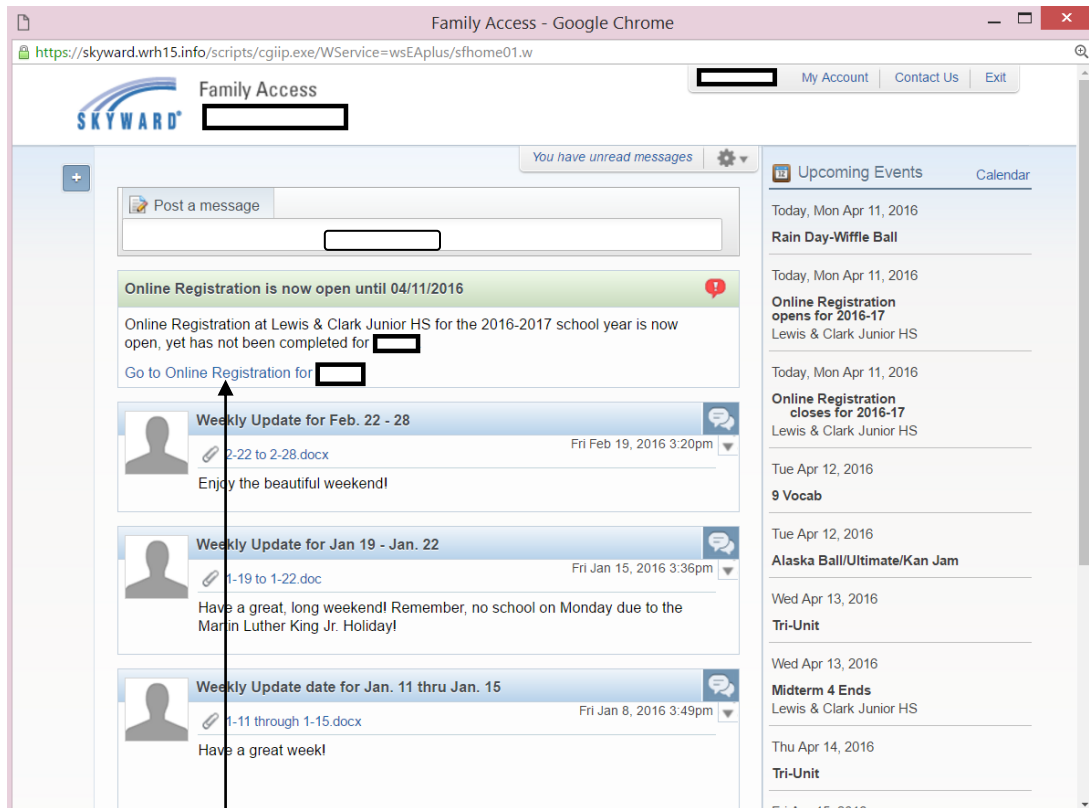
Lewis & Clark Elementary – 254-4354 ext. 2235

Hartford Elementary – 254-0607 ext. 3021

Lewis & Clark Jr. High School – 254-4355 ext. 2227

How to complete the online registration process

Login to Skyward Family Access using your Login Name and Password. Once logged in, you should see a screen similar to the following:



Click on the "Go to Online Registration" link on the top left side of the screen.

This will open the registration screen. The registration screen has 6 general steps. You must complete each step before proceeding to the next step. Read the information above each step to learn more about that step then click the button when you are ready to proceed. If you cannot finish in one sitting, clicking on the Close button will save your work and allow you to continue later.



Step 1: The first step on the registration form is to Verify Demographic Data. This is where you can verify general information about your student, update contacts, etc. You update or change information by clicking in the field and changing it. All changes are sent to the building secretary for approval. Student/guardian addresses cannot be changed without seeing two proofs of residency. Approved proofs of residency are a copy of a power bill, water bill, mortgage/rental agreement or voters registration card.

Family Access Online Registration - Google Chrome
 https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEPlus/sfonlinereg001.w

Family Access [Redacted]

Home
Online Registration
 Calendar
 Gradebook
 Attendance
 Student Info
 Food Service
 Schedule
 Discipline
 Fee Management
 Activities
 Portfolio
 Login History

Online Registration
 [Redacted] Lewis & Clark Junior HS 2016-2017

Step 1a. Verify Student Information: Student Information (Required) Undo any unsaved changes to Student Information Undo

General Information

* First: [Redacted] Middle: [Redacted]
 * Last: [Redacted] Suffix: [Redacted]
 * Birthday: [Redacted] Gender: Female
 * Language: English Race: White
 * Native Language: English

Home Phone: [Redacted] Ext: [Redacted]
 [Redacted] Ext: [Redacted]
 [Redacted] Ext: [Redacted]

School Email: [Redacted] Home Email: [Redacted]
 Birth County: [Redacted]
 Birth State: [Redacted]
 Birth Country: [Redacted]

Allow Publication of Student's Name for: [Redacted]

Military Use: Yes Higher Ed Use: Yes Public Use: Yes
 District Use: Yes Local Use: Yes

Complete Step 1a Only

(*) Indicates a required field.

District Message
 1. Verify Student Information
a. Student Information
 b. Family Address
 c. Family Information
 d. Emergency Information
 e. Emergency Contacts
 f. Health Information
 2. General Registration Questions
 3. Transportation Form
 4. Verify Ethnicity/Race
 5. PE Uniforms 2016-2017
 6. Complete Online Registration

Previous Step Next Step
 Close and Finish Later

Family Access Online Registration - Google Chrome
 https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEPlus/sfonlinereg001.w

Family Access [Redacted]

Home
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Online Registration
 [Redacted] Lewis & Clark Junior HS 2016-2017

Step 1b. Verify Student Information: Family Address (Required) Undo

Address Preview Address

Street Number: [Redacted] Street Dir.: [Redacted] Street Name: [Redacted]
 SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
 Address 2: [Redacted]
 Zip Code: 62095 Plus 4: [Redacted] City/State: Wood River, IL
 County: [Redacted]

Mailing Address Same as Address

Street Number: [Redacted] Street Dir.: [Redacted] Street Name: [Redacted]
 SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
 Address 2: [Redacted]
 Zip Code: [Redacted] Plus 4: [Redacted] City/State: [Redacted]

Complete Step 1b Only

District Message
 1. Verify Student Information
 a. Student Information
b. Family Address
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 e. Emergency Contacts
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 3. Transportation Form
 4. Verify Ethnicity/Race
 5. PE Uniforms 2016-2017
 6. Complete Online Registration

Previous Step Next Step
 Close and Finish Later

Family Access Online Registration - Google Chrome
 https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEAplus/sfonlinereg001.w

Family Access [Redacted] My Account Contact Us Exit

Online Registration
 [Redacted] (Lewis & Clark Junior HS 2016-2017)

Step 1c. Verify Student Information: Family Information (Required) [Undo]

Family Options
 * Student's Home Language: English Receive a Paper Copy of Report Card

Guardian Number: 1
 Name: [Redacted] Primary Phone: (618) [Redacted] Ext: [Redacted]
 Confidential Long Distance
 Custodial
 Relationship: MOTHER
 Employer: [Redacted] Ext: [Redacted]
 Home Email: [Redacted]

[Complete Step 1c Only]

(*) Indicates a required field.

District Message
 1. Verify Student Information
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 2. General Registration Questions
 3. Transportation Form
 4. Verify Ethnicity/Race
 5. PE Uniforms 2016-2017
 6. Complete Online Registration

[Previous Step] [Next Step]
 [Close and Finish Later]

Family Access Online Registration - Google Chrome
 https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEAplus/sfonlinereg001.w

Family Access [Redacted] My Account Contact Us Exit

Online Registration
 [Redacted] (Lewis & Clark Junior HS 2016-2017)

Step 1d. Verify Student Information: Emergency Information (Required) [Undo]

Critical Alert Information

Glasses: [Redacted]

Physician: Zenker Dr
 Dentist: Johnson Dr
 Hospital: Saint Anthony's Hospital
 Insurance: [Redacted]
 Policy: [Redacted]

[Complete Step 1d Only]

District Message
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 6. Complete Online Registration

[Previous Step] [Next Step]
 [Close and Finish Later]

Changes to Emergency Contacts – you are allowed up to three (3) emergency contacts. All emergency contacts will be listed. You can delete contacts, add new contacts, modify phone numbers of contacts, add comment to contacts and change the order of contacts (the district will always start with the first contact listed). Note: Emergency contacts should be someone OTHER than the student’s parents/guardians.

Family Access Online Registration - Google Chrome
https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEApplus/sfonlinereg001.w

Family Access

Online Registration
Lewis & Clark Junior HS 2016-2017

Step 1e. Verify Student Information: **Emergency Contacts** (Required)

Change Emergency Contact Order

1. Contact Number: 1
Delete this Emergency Contact
First: [Redacted] Middle: [Redacted] Last: [Redacted]
Primary Phone: (618) [Redacted] Ext: [Redacted]
Relationship: MOTHER
Pick Up: Yes

2. Contact Number: 2
Delete this Emergency Contact
First: [Redacted] Middle: [Redacted] Last: [Redacted]
Primary Phone: (618) [Redacted] Ext: [Redacted]
Cell: (618) [Redacted] Ext: [Redacted]
Relationship: GRANDFATHER
Pick Up: Yes

3. Contact Number: 3
Delete this Emergency Contact
First: [Redacted] Middle: [Redacted] Last: [Redacted]
Primary Phone: (618) [Redacted] Ext: [Redacted]
Cell: (618) [Redacted] Ext: [Redacted]
Work: (618) [Redacted] Ext: [Redacted]
Relationship: AUNT
Pick Up: Yes

Complete Step 1e Only

District Message

1. Verify Student Information
- a. Student Information
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- d. Emergency Information
- e. Emergency Contacts**
- f. Health Information

2. General Registration Questions
3. Transportation Form
4. Verify Ethnicity/Race
5. PE Uniforms 2016-2017
6. Complete Online Registration

Previous Step Next Step

Close and Finish Later

Family Access Online Registration - Google Chrome
https://skyward.wrh15.info/scripts/cgiip.exe/WService=wsEApplus/sfonlinereg001.w

Family Access

Online Registration
Lewis & Clark Junior HS 2016-2017

Step 1f. Verify Student Information: **Health Information** (Required)

Health Problems: [Redacted]

Allergy Notes: [Redacted]

Medication Notes: [Redacted]

Hospital Notes: [Redacted]

Vision Notes: Wears Glasses

Hearing Notes: [Redacted]

Other Concerns: [Redacted]

Complete Step 1f Only

District Message

1. Verify Student Information
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2. General Registration Questions
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Previous Step Next Step

Close and Finish Later

Step 2: "General Registration Questions" on the registration form. When done click "Complete Step 2 Only".

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Family Access

Home
Online Registration
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Portfolio
Login History

Online Registration
[Redacted] (Lewis & Clark Junior HS 2016-2017)
Step 2. General Registration Questions (Required)
Print View Full Screen

Wood River - Hartford School District #15
General Registration Form
Students Name: [Redacted] Students Grade: 07

Please answer the following questions with regard to the student listed above. This information must be complete.

Medicaid Check if eligible

Military Family
The Illinois Chapter of the National Military Family Association in Illinois and the Illinois National Guard are concerned with the needs of military personnel who face pressures and may require special attention by school staff.

Service: _____
Deployment: _____

Health
Students entering pre-school, kindergarten and sixth grades as well as any new students to the District from outside the District must complete a health form at the beginning of the school year.

Health Concerns

COMPLETE ONLY IF ABOVE STATEMENT WAS CHECKED

Dr. Diagnosis: _____ Health Support: _____
Maximum characters: 150, Remaining characters: 150

If prescriptions are necessary to be taken at school, please contact the District nurse for required forms at 618-233-1234.

All individuals planning on participating in school sponsored sports are required to have a sport physical completed by a licensed physician or nurse practitioner at a school physical for the grade levels with mandatory physicals.

Signature Section:
Guardian's Name: _____ Guardian Signature: _____
Signature Date: _____

Previous Step Next Step
Close and Finish Later

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6. Complete Online Registration

In lieu of a signature, you must type your name and the date you completed the form.

Complete Step 2 Only

Step 3: Complete the transportation form. This must be completed EVEN IF YOUR CHILD DOES NOT RIDE THE BUS. When completed click "Complete Step 3 Only".

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https://skyward.wrh15.info/scripts/cgiiip.exe/WService=wsEPlus/sfonlinereg001.w

Family Access

Home
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Online Registration
[Redacted] (Lewis & Clark Junior HS 2016-2017)
Step 3. Transportation Form (Required)
Print View Full Screen

Request for Bus Transportation
2016-2017 School Year

Students are to be picked up at ONE ADDRESS every morning and dropped off at ONE ADDRESS every afternoon that you do not qualify for bus service, depending on your location.

Students Name: [Redacted] Students Grade: 07
* Ride Status: _____

Guardian's Name: [Redacted] Guardian's Phone: [Redacted]

Students Address: _____

I have read and agree to work with the school administration to implement the bus rules below with my child - Hartford SD #15 to show recordings of school bus behavior when necessary throughout the year.

Signature Name: _____ Signature Date: _____

Please allow 48 hours for bus service to begin.
PLEASE VIEW THE BUS RULES POSTED ON THE DISTRICT WEBSITE

Asterisk (*) denotes a required field

Previous Step Next Step
Close and Finish Later

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In lieu of a signature, you must type your name and the date you completed the form.

Complete Step 3 Only

Step 4: Verify Race/Ethnicity – this is required by the federal government and must be completed for every student.

Family Access Online Registration - Google Chrome
https://skyward.wrh15.info/scripts/cgii.exe/WService=wsEPlus/sfonlinereg001.w

Family Access

Online Registration
Lewis & Clark Junior HS 2016-2017

Step 4. Verify Ethnicity/Race (Required)

Dear Parent or Guardian:

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

The federal government recently changed the reporting categories for student data. As a result, you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and by one or more racial groups (American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2009-2010 school year, all schools report student data to the Department of Education using the new categories.

Please complete the online form by no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact the district office.

Sincerely,
Patrick Anderson, Superintendent of Schools

Continue

Complete Step 4 Only

District Message

1. Verify Student Information
 - a. Student Information
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Previous Step Next Step

Close and Finish Later

Step 4 (Continued): Verify Ethnicity/Race. Complete questions and click “Complete Step 4 Only” when done.

Family Access Online Registration - Google Chrome
https://skyward.wrh15.info/scripts/cgii.exe/WService=wsEPlus/sfonlinereg001.w

Family Access

Online Registration
Lewis & Clark Junior HS 2016-2017

Step 4. Verify Ethnicity/Race (Required)

Please answer BOTH questions 1 and 2.

1. Is [redacted] Hispanic or Latino?
 No, My Child is not Hispanic or Latino
 Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

2. What is [redacted] race? (Please mark all that apply)
 American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
 Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 Black or African American - A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Complete Step 4 Only

District Message

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 - e. Emergency Contacts
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Previous Step Next Step

Close and Finish Later

Step 5: Read and complete the PE Uniform Form. Click “Complete Step 5 Only” on the registration form. This only applies to Jr. High Students.

Family Access Online Registration - Google Chrome
https://skyward.wrh15.info/scripts/cgii.exe/WService=wsEPlus/sfonlinereg001.w

Family Access

Online Registration
Lewis & Clark Junior HS 2016-2017

Step 5. PE Uniforms 2016-2017 (Required)

Print View Full Screen

Students Name: [redacted] Students Grade: 07

<input type="checkbox"/> PE Shorts - Adult Small	<input type="checkbox"/> PE T-Shirt Adult Small
<input type="checkbox"/> PE Shorts - Adult Medium	<input type="checkbox"/> PE T-Shirt - Adult Medium
<input type="checkbox"/> PE Shorts Adult Large	<input type="checkbox"/> PE T-Shirt Adult Large
<input type="checkbox"/> PE Shorts - Adult X-Large	<input type="checkbox"/> PE T-Shirt Adult X-Large
<input type="checkbox"/> PE Shorts -Adult XX-Large	<input type="checkbox"/> PE T-Shirt Adult XX-Large

Complete Step 5 Only

District Message

1. Verify Student Information
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 - e. Emergency Contacts
 - f. Health Information
2. General Registration Questions
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6. Complete Online Registration

Previous Step Next Step

Close and Finish Later

Step 6: Complete Online Registration. Once you've reviewed this page please click "Submit Online Registration". You will receive an email once Online Registration has been completed.

The screenshot shows the Skyward Family Access Online Registration interface. The main content area is titled "Step 6. Complete Online Registration (Required)". It includes a "Review Online Registration Steps" section with five steps: Step 1) Verify Student Information, Step 2) General Registration Questions, Step 3) Transportation Form, Step 4) Verify Ethnicity/Race, and Step 5) PE Uniforms 2016-2017. Below this, there are fields for "Guardian Name" and "Guardian Address" (Wood River, IL 62095) and a "Submit Online Registration" button. A "District Message" sidebar on the right lists six items: 1. Verify Student Information, 2. General Registration Questions, 3. Transportation Form, 4. Verify Ethnicity/Race, 5. PE Uniforms 2016-2017, and 6. Complete Online Registration. A callout box with an arrow pointing to the "Submit Online Registration" button contains the text: "Each item will be noted with 'completed' or 'not completed'".

Registration Fees: You DO NOT need to make a payment at this time; however payment should be made before the start of the school year. If you choose not to make a payment at this time, you can send a check or money order to the school or stop in the school office. Cash, check, or money order is taken at each school office.