



Manteno School District

On-line Registration Instructions

The Manteno School District is using the Skyward Family Access system to allow parents/guardians to register their current Manteno students on-line without the need to complete numerous paper forms. This effort has resulted in a substantial savings in paper and printing costs as well as in data entry costs and environmental impact. In addition, most parents find the process to be much more convenient and less time consuming than the traditional paper form process.

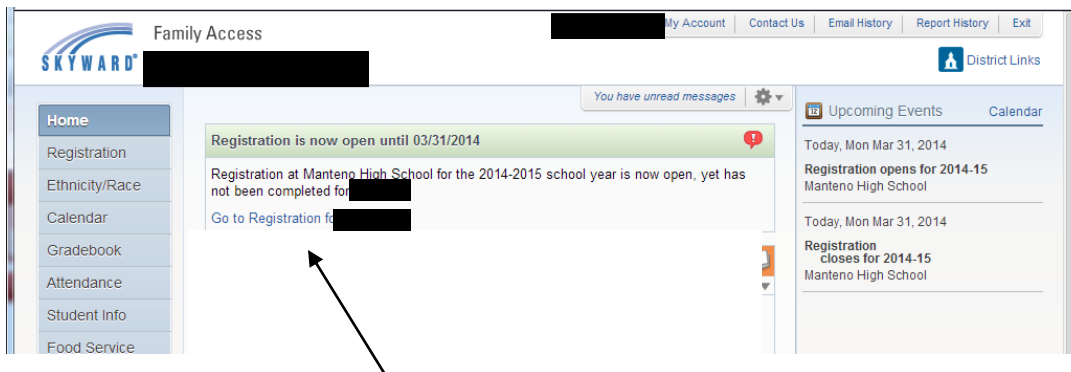
The following is needed to participate in the on-line registration process:

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 going into any school office during business hours)
2. Skyward Family Access account
3. A valid e-mail address for the guardian completing the process
4. Each student being registered must be a returning student
5. If you wish to pay your fees on-line, you will need a Discover, Visa or Mastercard (debit or credit)

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.

How to complete the on-line registration process

Step 1: Login to Skyward Family Access using your credentials. Once logged in, you should see a screen similar to the following:



Step 2: Click on the **“Go to Registration for [Student]”** link at the top of your message board, or the **“Registration”** tab on the on the top left side of the screen. This will open the registration process.

The registration steps vary depending on grade level (grades PK-7 & 9 have 8 steps; grade 8 has 9 steps; grades 10-12 have 7 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 **“Next Step”** button as you are ready to proceed. Once a step has been completed, click the complete button at the bottom to proceed to the next step. 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.

Step 3: The first step on the registration form is to Verify Student Information. This is where you can verify general information about your student, update contacts, etc. Not all information can be changed on-line and most changes require district verification before becoming final. Changes made but not verified will be marked as pending. You **WILL** be allowed to complete the registration process even if there are pending changes. If any information is incorrect and you cannot change it online, you must contact the school office.

Step 4: Verify **General Student Information** – Make any necessary changes and click the **“Complete Step 1a and move to Step 1b”** button to save your changes and proceed to the next step.

Step 5: Verify **Family Address** – Make any necessary changes to the student’s address and click the “Complete Step 1b and move to Step 1c” button to save your changes and proceed to the next step.

Registration
[Redacted] (Manteno Elementary School 2015-2016)

Step 1b. Verify Student Information: Family Address (Required)
Please review and update the following information. Most changes will not take effect until approved by district staff. If there is incorrect information listed that you are not able to change, please contact the school office regarding the changes.

Address Preview Address

Street Number: [Redacted] Street Dir: [Redacted] Street Name: [Redacted]
SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
Address 2: [Redacted]
Zip Code: 60950 Plus 4: [Redacted] City/State: [Redacted]
County: [Redacted]

Mailing 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 and move to Step 1c](#)

District Message

1. Verify Student Information
2. Verify Skylert Information
3. General Registration Questions
4. Transportation
5. COPPA Agreement
6. Payments
7. Additional Forms and Information
8. Complete Registration

[Previous Step](#) [Next Step](#)
[Close and Finish Later](#)

Step 6: Verify **Family Information** - Make any necessary changes to the family information and click the “Complete Step 1c and move to Step 1d” button to save your changes and proceed to the next step.

Registration
[Redacted] (Manteno Elementary School 2015-2016)

Step 1c. Verify Student Information: Family Information (Required)
Please review and update the following information. Most changes will not take effect until approved by district staff. If there is incorrect information listed that you are not able to change, please contact the school office regarding the changes.

Family Options

* Student's Home Language: ENGLISH

Guardian Number: 1

Name: [Redacted] Primary Phone: [Redacted]
☒ Custodial ☐ Confidential ☐ Long Distance
Relationship: [Redacted] Home [Redacted]
Employer: [Redacted] [Redacted] Ext: [Redacted]
Home Email: [Redacted]

Guardian Number: 2

Name: [Redacted] [Redacted] Ext: [Redacted]
☐ Custodial Work [Redacted] Ext: [Redacted]
Relationship: [Redacted]
Employer: [Redacted]
Home Email: [Redacted]

[Complete Step 1c and move to Step 1d](#)

District Message

1. Verify Student Information
2. Verify Skylert Information
3. General Registration Questions
4. Transportation
5. COPPA Agreement
6. Payments
7. Additional Forms and Information
8. Complete Registration

[Previous Step](#) [Next Step](#)
[Close and Finish Later](#)

(*) Indicates a required field.

Step 7: Verify **Emergency Information** – Make any necessary changes to the emergency information and click the “Complete Step 1d and Move to Step 1e” button to save your changes and proceed to the next step.

Registration

Manteno Elementary School 2015-2016)

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

Please review and update the following information. Most changes will not take effect until approved by district staff. If there is incorrect information listed that you are not able to change, please contact the school office regarding the changes.

Last Name, First

Physician:

Dentist:

Hospital:

Insurance:

Policy:

[Complete Step 1d and move to Step 1e](#)

District Message

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information**
 - e. Emergency Contacts
2. Verify Skylert Information
3. General Registration Questions
4. Transportation
5. COPPA Agreement
6. Payments

Step 8: Verify **Emergency Contacts** – Emergency contacts should be someone OTHER than the student’s parents/guardians. 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). Click the “Complete Step 1e and move to Step 2” button to save your changes and proceed to Step 2.

Manteno Elementary School 2015-2016)

Step 1e. Verify Student Information: Emergency Contacts (Required) [Undo](#)

Please review and update the following information. Most changes will not take effect until approved by district staff. If there is incorrect information listed that you are not able to change, please contact the school office regarding the changes.

[Change Emergency Contact Order](#)

Contact Number: [Delete this Emergency Contact](#)

First:

Middle:

Last:

Relationship:

Comment:

Primary Phone:

Work

Pick Up:

Contact Number: [Delete this Emergency Contact](#)

First:

Middle:

Last:

Relationship:

Comment:

Primary Phone:

Cell

Pick Up:

Contact Number: [Delete this Emergency Contact](#)

First:

Middle:

Last:

Relationship:

Comment:

Primary Phone:

Home

Pick Up:

[Complete Step 1e and move to Step 2](#)

Step 9: Step 2 is to Verify **Skylert Information** - A Skylert screen similar to the one on the right will be displayed. This shows your current settings for receiving notifications. It is suggested that student cell phone numbers be added so they will receive the notifications as well. By default, text messages are **NOT** sent. Please note that if you want text messages sent to a cell phone, you must add those numbers at the bottom under "Text Message Numbers".

IMPORTANT: When providing a number for SMS text messaging, you must also "opt-in" from your phone to receive these messages. To do this, text the word "optin" or "subscribe" to 68453. Even if this information has been provided through Skylert, you will NOT receive text messages until you complete the opt-in process.

Make any necessary changes and click the "Complete Step 2 and move to Step 3" button to save your changes and proceed to Step 3.

For each method of communication (phone, e-mail or text message) you have the option to select which type of communications you want to receive at that number/address.

Emergency notifications are only used in the event of an emergency situation such as a snow day or other situation where student safety could be at risk. Emergency notifications CAN NOT be disabled for the Primary Guardian contact information. Emergency calls may be made any time of the day or night but will typically be made no earlier than 5:30AM nor later than 9:00PM.

Attendance notifications are sent when your child has been marked absent and the school has not received confirmation from the parent. Attendance calls are typically made between 9:30AM and 10:00AM.

General notifications are those relating to school events, practices, issues, etc. For example, if your child is on the basketball team, you may receive a notification that practice was cancelled or a game was postponed due to weather. These may also include targeted announcements such as a notification about a fund-raiser that will benefit the music program if your child is in show choir. General notifications will typically be made during late afternoon or early evening (4:00-8:00PM).

To set options for which notifications you wish to receive, simply check the box in the appropriate column. Enter **ONLY** numbers – no dashes, spaces, parenthesis or other characters.

Registration
[Redacted] (Manteno Elementary School 2015-2016)
Step 2. Verify Skylert Information (Required)

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	Emergency	Attendance	General	Survey
* Primary Phone: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Home: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Third: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Home Email: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

****To update phone numbers, employees of the district must contact HR****

Additional Contact Info for Family With [Redacted]

Phone Numbers	Emergency	Attendance	General	Survey
Additional Phone 1: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 2: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 3: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 4: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 5: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 6: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 7: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 8: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 9: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Email Addresses

Additional Email	Emergency	Attendance	General	Survey
Additional Email 1: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 2: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 3: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 4: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 5: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 6: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 7: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Text Message Numbers

Phone	Emergency	Attendance	General
Phone 1: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 4: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Complete Step 2 and move to Step 3](#)

Step 10: Complete the **General Registration Form (Step 3)** – click the link to open the form

Family Access
[Redacted] My Account Contact Us Report History Exit

Registration
[Redacted] (Manteno High School 2014-2015)
Step 3. General Registration Questions
[General Registration Questions](#)

[Complete Step 3 and move to Step 4](#)

Name: [REDACTED] Gender: Male Grad Yr/Grade: 2015/10 Other: [REDACTED]

Manteno School District
General Registration Form

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

Medicaid

☐ Check if student is eligible for Medicaid benefits. Medicaid Number: [REDACTED]

Military Family

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

☐ This child has immediate family members (parents, siblings or a guardian) currently serving in any branch of the military.

☐ This Service Member is currently deployed or has recently returned from a deployment overseas.

Report Cards

Student report cards are available on-line via Family Access. Paper copies are only available upon written request and must be picked up from the school office.

☐ I wish to pick up a printed copy of my student's report card at his/her school. Failure to pick up a report card within 7 days of issuance will cancel this request for the remainder of the school year.

Internet & Technology

Board of Education Policy 6.213 requires that parents and students read and agree to abide by the District's Authorization for Electronic Network Access as a condition of a student being allowed to use the District's network and Internet resources. Refusal to agree to the policy or serious violation of the policy will result in the student being unable to use the Internet or district technology resources and requiring alternate educational activities.

Please click here to read the [Authorization for Electronic Network Access](#).

☐ I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision of and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Health

Students entering pre-school, kindergarten, sixth and seventh grades as well as any students new to the District from out of state must have a physical before the beginning of the school year. All individuals planning on participating in school sponsored sports are required to have a sport physical completed. A sport physical does not suffice as a school physical for the grade levels with mandatory physicals.

☐ My child has health concern(s) that may require the assistance of the Manteno CUSD No. 3 health professionals (nurses).

COMPLETE ONLY IF ABOVE STATEMENT WAS CHECKED

My child has been diagnosed with (doctor's diagnosis): [REDACTED]

He/She needs the following health support (please list medications, etc.): [REDACTED]

Please provide a prescription on the [form](#) provided on the District Website for nurse before the beginning of the school year at 815-428-7249.

☐ My child currently wears glasses or contacts.

Walking Field Trip

As part of the learning process, children may take short, supervised walking parent/guardian approval before the class goes anywhere other than locations.

☐ I give my child permission to take walking trips around the community.

Signature Section:

Primary Guardian: [REDACTED]

Primary Guardian Name (electronic signature): [REDACTED] Date (mm/dd/yyyy): [REDACTED]

Medicaid: If the student is eligible for Medicaid funding, check the box under Medicaid and enter the student's Medicaid number in the appropriate box.

Military Family: If any member of the child's immediate family (parents, siblings or a guardian) is currently serving in the military, check the first box in the Military Family section of the form. If the service member is currently or has recently been deployed overseas, also check the second box.

Report Cards: As another convenience to parents/guardians and a cost saving measure, the district issues electronic report cards which can be viewed in Family Access by parents/guardians or Student Access by students. Traditional paper report cards are only issued upon request. By checking the box in the Report Cards section, you are indicating you wish to receive a paper report card and understand that failure to pick up a report card within 7 days will cancel this request for the remainder of the school year.

Internet & Technology: Per board policy, a parent or guardian for each student must have read and agree to the District's Authorization for Electronic Network Access. If you have read and agree to this policy which can be read by clicking on the link in this section then check the box next to the statement. Please note that students will NOT be able to use district network resources if this is not checked.

Health: If the student has any health-related issues that may require the assistance of a school nurse or other district designated health professional, check the box and complete the information below.

Please only provide information that has been confirmed by a medical doctor's diagnosis.

If your child wears glasses or contacts, check the box.

Walking Field Trip: If you approve of your child to go on walking trips within the district boundaries, check the box in this section.

Signature Section: Type your name (as an electronic signature) and the date you completed the form. Click Save when complete. Click the "Complete Step 3 and move to Step 4" button to proceed to Step 4.

Step 3. General Registration Questions (Required)

General Registration Questions

Complete Step 3 and move to Step 4

Step 11: Complete the **Transportation** Form (Step 4) – Click the link to open the form.

The screenshot shows the Skyward Family Access portal. At the top, there's a navigation bar with links: My Account, Contact Us, Email History, Report History, and Exit. Below this is a 'Family Access' header with a user profile icon. On the left, a 'Registration' sidebar menu includes links for Home, Registration (highlighted), Ethnicity/Race, and Calendar. The main content area shows 'Registration' for 'Manteno Elementary School 2014-2015'. Under 'Step 4. Transportation', there's a 'Transportation' link with an arrow pointing to it. To the right, a 'District Links' box shows a progress indicator: '1. Verify Student Information' (Completed 03/27/14 3:38 PM) and 'a. Student Information'.

This must be completed EVEN IF YOUR CHILD DOES NOT RIDE THE BUS.

The screenshot shows the 'Manteno School District Bus Transportation Form'. At the top, there's a header with fields for Name, Gender (Female), Grad Yr/Grade (2017/08), and Other ID. On the right, there are buttons for Save, Save and Print, and Back. The Manteno School District logo is on the left. The title 'Manteno School District Bus Transportation Form' is centered. Below the title is an 'Important Notice' section. The main body contains instructions: 'Please complete this form even if your student does not ride a bus. Students are to be picked up at ONE ADDRESS every morning and dropped off at ONE ADDRESS every afternoon (Monday through Friday). It is possible that you do not qualify for bus service, depending on your location.' There are several form fields: 'Ride Status' (a dropdown menu), 'Home Address', 'Pickup Address', 'DropOff Address', 'Child Care Provider Information (if applicable)' (with fields for Provider Name and Phone Number), and a 'Signature Section' with a text area for a statement of agreement, a 'Primary Guardian' field, and 'Primary Guardian Name (electronic signature)' and 'Date' fields. A note on the right states: 'Please select the most likely option. The "Never ride" option should ONLY be used if there is no chance your student will ride a bus at any time during the school year. If there is any chance your student might ride a bus, assuming he/she is eligible, please choose one of the other options. This is the address listed as the student's primary residence. Please contact the school office if this information is incorrect.'

Click **SAVE** when complete, click the "Complete Step 4 and Move to Step 5" button to proceed to Step 5.

The screenshot shows the Skyward Family Access portal. At the top, there's a navigation bar with links: My Account, Contact Us, Email History, Report History, and Exit. Below this is a 'Family Access' header with a user profile icon. On the left, a 'Registration' sidebar menu includes links for Home, Registration (highlighted), Ethnicity/Race, and Calendar. The main content area shows 'Registration' for 'Manteno Elementary School 2015-2016'. Under 'Step 4. Transportation (Required)', there's a 'Transportation' link. At the bottom, there's a button labeled 'Complete Step 4 and move to Step 5'. To the right, a 'District Message' box shows a progress indicator: '1. Verify Student Information' (Completed 03/30/2015 1:11pm) and 'a. Student Information'.

Step 12: Read and complete the **COPPA** Form (students in PK-8th Grade only). Click the link to open the form.

The screenshot shows the Skyward Family Access portal. On the left is a navigation menu with links: Home, Registration, Ethnicity/Race, and Calendar. The 'Registration' link is highlighted. In the main content area, under the 'Registration' heading, there is a link for 'Step 5. COPPA'. An arrow points from the instruction text to this link. To the right, a progress bar shows '1. Verify Student Information' as completed on 03/27/14 at 3:38 PM, with sub-steps 'a. Student Information' and 'b. Family Address' listed below it.

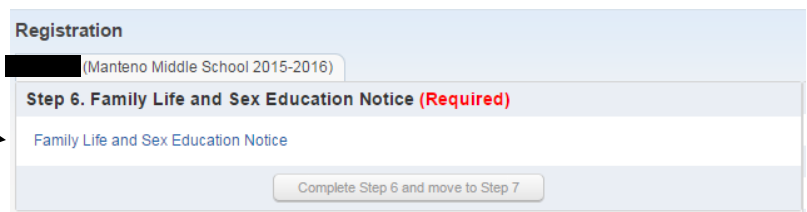
Check the box to give your consent and enter your name (as an electronic signature) and the date you completed the form.

The screenshot displays the 'Manteno School District COPPA Acceptance Form'. At the top, a header bar contains student information: Name [redacted] S., Gender: Female, Grad Yr/Grade: 2020/05, and Other [redacted]. Action buttons for 'Save', 'Save and Print', and 'Back' are on the right. The Manteno School District logo is on the left, and the title 'COPPA Acceptance Form' is centered. The 'Student Name:' field is empty. A paragraph explains the district's use of online resources and the purpose of the COPPA form. Below this, a checkbox is followed by the text: 'I consent to my student using these educationally appropriate online resources including, but not limited to, Google Apps for Education, Study Island, BrainPop, Discovery Education, Daily Fit Log and other related services. In addition, I authorize the School District to provide my student's full name, birth date, username, password, and related information, to the online resources for the purpose of accessing the online resources.' An arrow points from the instruction text to this checkbox. The 'Signature Section:' follows, with fields for 'Primary Guardian:' and 'Primary Guardian Name (electronic signature):' and a 'Date:' field. A 'Print This Page' button is located below these fields. At the bottom, a section for 'For Office Use Only:' includes fields for 'Key:' and 'ID:'.

Click **SAVE** when complete, then click the "Complete Step 5 and Move to Step 6" button to proceed to Step 5.

This screenshot shows the 'Registration' page in the Skyward portal. It displays the student's name [redacted] (Manteno Elementary School 2015-2016) and the heading 'Step 5. COPPA Agreement (Required)'. Below this, the text 'COPPA Agreement' is visible. At the bottom of the page, there is a button labeled 'Complete Step 5 and move to Step 6'. An arrow points from the instruction text to this button.

Step 13: Read and complete the **Family Life and Sex Education Notice** (students going into 8th & 9th grade only). Click the link to open the form.



Registration

(Manteno Middle School 2015-2016)

Step 6. Family Life and Sex Education Notice (Required)

[Family Life and Sex Education Notice](#)

Complete Step 6 and move to Step 7

Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes (6:60-E)

Student Name:

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement.

☐ I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do **not** want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement.

I request that the District waive the class attendance of my child in a class or courses on:

- ☐ Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS
- ☐ Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS
- ☐ Instruction on diseases
- ☐ Recognizing and avoiding sexual abuse
- ☐ Instruction on donor programs for organ/tissue, blood donor, and transplantation

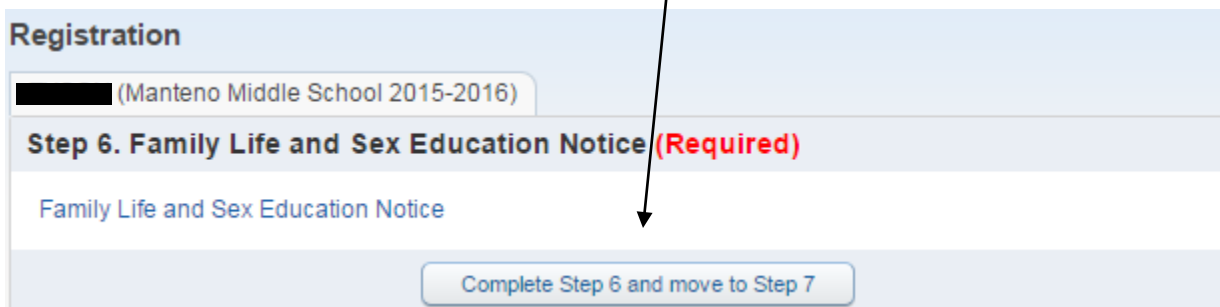
*I understand that if the check boxes above are not checked, it means that **IDO GRANT CONSENT** to the School District to provide Family Life and Sex Education to my student.*

Primary Guardian:

Primary Guardian Name (in lieu of signature): Date:

If no waiver boxes are checked, then you give consent for your student to participate in the Family Life and Sex Education Classes.

Enter your name (as an electronic signature) and the date you completed the form. Click **SAVE** in the top right corner when complete, then click the "Complete Step [] and Move to Step []" button to proceed to the next step (actual step numbers will vary depending on grade level).



Registration

(Manteno Middle School 2015-2016)

Step 6. Family Life and Sex Education Notice (Required)

[Family Life and Sex Education Notice](#)

Complete Step 6 and move to Step 7

Step 14: Make a **payment** (step 5 for HS, step 6 for PK-8). You DO NOT need to make a payment at this time; however payment should be made before the start of the school year. You must still click on the link in order to proceed.

The screenshot shows the 'Registration' page for Manteno Elementary School 2015-2016. The left sidebar contains links: Home, Registration (selected), Ethnicity/Race, Calendar, Gradebook, Attendance, and Student Info. The main content area is titled 'Step 6. Payments (Optional)' and contains the following text: 'You may optionally pay all or a portion of your balance at this time using a credit or debit card. You may make future payments from the Fee Management link on Family Access or in person at the school. You DO NOT need to make a payment at this time, but you will need to click on the button in order to continue and finish the registration process. Though you may complete the on-line registration process, REGISTRATION WILL NOT BE CONSIDERED COMPLETE UNTIL PAYMENT IS MADE.' Below this text is a 'Payments' link, which is highlighted by a red arrow. To the right of the main content area is a 'District Message' section with a list of steps: 1. Verify Student Information (Completed 03/30/2015 1:11 pm), a. Student Information, b. Family Address, c. Family Information, and d. Emergency Information. At the bottom of the main content area is a button that says 'Complete Step 6 and move to Step 7'.

If you choose to make a payment, you can make a partial or full payment using a Discover, Visa or Mastercard (credit or debit). If there are multiple fees on your account, you can also choose which fees to pay. 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, money order or credit cards are taken at each school office.

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. At the top, there is a 'Back' button. Below it, the text 'Online Payment Entry for User:' is followed by a redacted name. Underneath, there is a dropdown menu for 'Online Payment Vendor' set to 'RevTrak', and two buttons: 'Pay with Vendor' and 'Empty Cart'. A red message states: 'I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)'. The interface then displays three identical payment entry sections for different students. Each section has a 'Total Payment' field set to 0.00. Below this, there are two rows of payment items: 'Food Service Payment' and 'Fee Management Payment', each with a value of 0.00 and an 'Update Payment Amount' button. To the right of these items are 'Clear Items' buttons. On the far right of each section, the 'Current Balance' and 'Due' amounts are listed: 'Current Balance: 2.10', 'Balance: 0.10', and 'Due: 155.00'. At the bottom of the interface, there is a 'Total Payment for all Students' field set to 0.00.

To make a Food Service payment:

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for:

OATLEYSR, BONG N		Total Payment OATLEBON000:	0.00
Food Service Payment:	0.00	Update Payment Amount	Clear Items
Fee Management Payment:	0.00	Update Payment Amount	Clear Items

Oatleyscr, Hector O		Total Payment OATLEHEC000:	0.00
Food Service Payment:	0.00	Update Payment Amount	Clear Items
Fee Management Payment:	0.00	Update Payment Amount	Clear Items

In the Food Service Payment line, select **Update Payment Amount** (a pop-up will appear)

Update Food Service Payment Amount - Entity 400 ...

Update Food Service Payment Amount Back

Update Food Service Payment For BONG N OATLEYSR

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	394.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	5.00

Update Cart

Asterisk (*) denotes a required field

Enter the desired **Payment Amount** and click **Update Cart**

Please note: Amount will be added to the Online Payment Entry screen referenced above

To make a fee payment:

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for:

OATLEYSR, BONG N		Total Payment OATLEBON000:	5.00
Food Service Payment:	5.00	Update Payment Amount	Clear Items
Fee Management Payment:	0.00	Update Payment Amount	Clear Items

Oatleyscr, Hector O		Total Payment OATLEHEC000:	0.00
Food Service Payment:	0.00	Update Payment Amount	Clear Items
Fee Management Payment:	0.00	Update Payment Amount	Clear Items

To make a fee payment, locate the appropriate child and select **Update Payment Amount** in the Fee Management Payment line

Update Fee Management Payment Amount

Update Fee Management Payment For Hector O Oatleyscr

Fees for student Hector O Oatleyscr

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
09/28/2011	ACTIVITY FEE	49.99	<input checked="" type="checkbox"/>	49.99	0.00

1 records displayed

Total Payment Amount for Selected Charges: 49.99 Update Cart

Select the **Pay Charge** checkbox next to each charge you'd like to pay. Enter in the amount you would like to pay. Click **Update Cart**.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for:

OATLEYSCK, BONG N Total Payment OATLEBON000: 5.00

Food Service Payment: 3.00 Update Payment Amount Clear Items

Fee Management Payment: 0.00 Update Payment Amount Clear Items

Oatleyscr, Hector O Total Payment OATLEHEC000: 49.99

Food Service Payment: 0.00 Update Payment Amount Clear Items

Fee Management Payment: 49.99 Update Payment Amount Clear Items

When all payments have been added, select **Pay with Vendor (RevTrak)**

Note: You will be transferred to RevTrak's store website.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [REDACTED]

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Back

Click on **Back** if you do not wish to make a payment at this time.



MANTENO

Community Unit School District #5

Welcome to the Web Store!

Browse

[All Products](#)
[Shopping Cart](#)

Services

[*Home](#)
[Contact Us](#)
[Frequently Asked Questions](#)
[Manteno CUSD #5 Home](#)
[My Account](#)
[Password Reminder](#)
[Policies](#)
[Privacy Policy](#)
[Products](#)
[Shopping Cart](#)



PCI Data Security Certified

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping\]](#)

Step 1: ViewCart	Step 2: Billing	Step 3: Shipping	Step 4: Receipt
Shopping cart contents:			
Reg HS 10-11	Price	*Qty	Total
	\$10.00	1	\$10.00
			Total: \$10.00
Update Totals (U) Empty (E) Go to Checkout (C)			

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

If everything is correct, click Go to Checkout. You will be asked for your credit card information at that time.

Welcome to the Web Store!

Browse

[All Products](#)
[Shopping Cart](#)

Services

[*Home](#)
[Contact Us](#)
[Frequently Asked Questions](#)
[Manteno CUSD #5 Home](#)
[My Account](#)
[Password Reminder](#)
[Policies](#)
[Privacy Policy](#)
[Products](#)
[Shopping Cart](#)



Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order.

The next time you log in with your email and password, the webstore will remember all of your information, except your credit card number and expiration date. For our customer's protection, the webstore does not store credit card numbers, except for the last four digits.

Step 1: ViewCart	Step 2: Billing	Step 3: Shipping	Step 4: Receipt
Shopping cart contents:			
Reg HS 10-11	Price	Qty	Total
	\$10.00	1	\$10.00
			Total: \$10.00
			Order Total: \$10.00

BILLING INFO:	
First Name:	Last Name:
Address 1:	Address 2:
City or Province:	State / Country:
Zip Code:	Telephone:

PAYMENT INFO:	
Card number looks like:	Cardholder Name: (as printed on card)
Payment Type:	Expires:
MasterCard	

To complete order, please click once:
[Complete Order \(C\)](#)

To complete your payment, click Complete Order. Your card will be charged and account updated. CAUTION: Clicking more than once could result in duplicate charges to your card!

After RevTrak has completed processing your payment, you will be able to view your receipt (a copy of the receipt will be emailed to you, or you may Save/Print this page for your records). Click **Log Out** in the lower left corner

Skyward Test

THANK YOU FOR YOUR ORDER! Please SAVE and/or PRINT this page for your records.

6/14/2012 12:51:05 PM	ORDER ID: 11796002
BILL TO	SHIP TO
Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216	Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01	Skyward Food Service BONG OATLEYSCR (600482)	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE Hector Oatleyscr (600484)	Completed	Digital		\$ 49.99	1	\$ 49.99
Sub-Total:							\$54.99
Grand Total:							\$54.99

PAYMENT INFO	
TYPE	Visa
NAME ON CARD	Parent
CARD NUMBER	xxxxxxxxxxxx1111

To continue shopping, please click here.
To logout, please click here.

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Step 15: Go back to the registration form if the system did not take you there automatically and click the “Complete Step [] and move to Step []” to proceed to the next step (actual step numbers will vary depending on grade level).

Home
Registration
Ethnicity/Race
Calendar
Gradebook
Attendance
Student Info

Registration
[Redacted] (Manteno Elementary School 2015-2016)

Step 6. Payments (Optional)
You may optionally pay all or a portion of your balance at this time using a credit or debit card. You may make future payments from the Fee Management link on Family Access or in person at the school. You DO NOT need to make a payment at this time, but you will need to click on the button in order to continue and finish the registration process. Though you may complete the on-line registration process, REGISTRATION WILL NOT BE CONSIDERED COMPLETE UNTIL PAYMENT IS MADE.

Payments

[Complete Step 6 and move to Step 7](#)

District Message
1. Verify Student Information
✓ Completed 0/1
✓ a. Student Information
✓ b. Family Information
✓ c. Family Information
✓ d. Emergency Contact

Step 16: Click the “Additional Forms and Information” link to view, download or print any of the additional registration forms that make up the registration packet. This includes supply lists, PTO registration forms, supply kit order forms, etc. When finished, close that window and return to the registration form. Click the “Complete Step [] and move to Step []” (actual step numbers will vary depending on grade level) and proceed to the final step.

Home
Registration
Ethnicity/Race
Calendar
Gradebook

Registration
[Redacted] (Manteno Elementary School 2015-2016)

Step 7. Additional Forms and Information (Required)
[Additional Forms and Information](#)

[Complete Step 7 and move to Step 8](#)

Step 17: Final Step – Review and Complete Registration. Review the on-line registration steps, noting the date and time each was completed – if there is a discrepancy in what shows on the screen compared to when you entered it, verify with the school that everything is correct. If you need to correct anything, you can either click the link for the step on the right, or click the Previous Step button. After verifying all steps have been completed, click the “Submit Registration” button to complete registration.

Family Access [Redacted] My Account Contact Us Email History Report History Exit

SKYWARD [Redacted] District Links

Home **Registration** Ethnicity/Race Calendar Gradebook Attendance Student Info Food Service Schedule Test Scores Fee Management Teacher Conferences Academic History Portfolio Skylert Health Info Login History

Registration [Redacted] Manteno Elementary School 2014-2015 Print

Step 8. Complete Registration
By completing Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Registration for [Redacted]

Review Registration Steps

Step	Step Name	Completed On
Step 1)	Verify Student Information	Completed on 03/27/2014 at 3:38 PM
Step 2)	Verify Skylert Information	Completed on 03/27/2014 at 3:46 PM
Step 3)	General Registration Questions	Completed on 03/27/2014 at 3:48 PM
Step 4)	Transportation	Completed on 03/27/2014 at 3:49 PM
Step 5)	COPPA	Completed on 03/27/2014 at 4:05 PM
Step 6)	Payments	Completed on 03/27/2014 at 4:05 PM
Step 7)	Additional Forms and Information	Completed on 03/27/2014 at 4:06 PM

Guardian Name: [Redacted] Guardian Address: [Redacted]

Submit Registration

Note: COPPA will not appear for HS students

1. Verify Student Information
✓ Completed 03/27/14 3:38 PM
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts

2. Verify Skylert Information
✓ Completed 03/27/14 3:46 PM

3. General Registration Questions
✓ Completed 03/27/14 3:48 PM

4. Transportation
✓ Completed 03/27/14 3:49 PM

5. COPPA
✓ Completed 03/27/14 4:05 PM

6. Payments
✓ Completed 03/27/14 4:05 PM

7. Additional Forms and Information
✓ Completed 03/27/14 4:06 PM

8. Complete Registration

Previous Step Next Step

Close and Finish

You will get a screen that looks similar to this once Registration has been completed. If any changes were requested, it will saying that Registration is *pending* until the school offices have approved the changes.

Family Access [Redacted] My Account Contact Us Email History Report History Exit

SKYWARD [Redacted] District Links

Home **Registration** Ethnicity/Race Calendar

[Redacted] Manteno Elementary School 2014-2015

✓ Registration was **successfully completed** for [Redacted] on Thu Mar 27, 2014 4:06pm by [Redacted]

[Go back to review completed steps](#)

[Mark Registration as not completed and make changes](#)

Step 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, simply log in to Family Access and click on the “**Go to Registration for [Student]**” link at the top of your message board, or the “**Registration**” tab on the on the top left side of the screen and you will be able to continue where you left off.

Thank you for participating in this process. We appreciate your continued support!