

It's Time to Register for 2020-2021 School Year

Parents & Guardians,

Please keep this note as a reference throughout the remainder of this school year and for the beginning of next school year.

Registration will open on Saturday May 2, 2020. **All students must be registered for the school year 2020-2021 by May 17, 2020.** Only new students to the district are registered in August.

Please login to your Skyward Family Access account to complete the registration process for your student(s). {www.cusd4.org ; then select Skyward Access in the black banner at top, in the left corner; then select Skyward Family Access (red lettering)}

If you do not have computer access, you can make arrangements to come in, to any of the schools, to use a computer. If you have forgotten your access code, please contact a school secretary for assistance.

Tips for completing On-Line Registration

If your student will be changing buildings (PreK to Kdg, 4th to 5th grade, or 8th to 9th grade), remember to choose the school they will be attending next year. This is in the very top header, just to the right of your students name.



Move down through the right hand column, after verifying or completing a step, click the box at the bottom of the page to move onto the next step. A check mark will appear next to each step that has been completed.

Make sure to complete the Final Step, by clicking on the box to open the review screen, then click the *Complete Online Reg* box at the bottom of that review screen.

Tips for making an on-line payment

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [REDACTED]

Online Payment Vendor: RevTrak

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

[REDACTED]	Total Payment	[REDACTED]	0.00		
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Current Balance: 2.10	
Fee Management Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Balance Due: 155.00	

[REDACTED]	Total Payment	[REDACTED]	0.00		
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Current Balance: 0.10	
Fee Management Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Balance Due: 145.00	

[REDACTED]	Total Payment	[REDACTED]	0.00		
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Current Balance: 1.60	
Fee Management Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Balance Due: 155.00	

Total Payment for all Students:

Click the *Update Payment Amount* button to the right of Fee Management payment, that page will have a check box for the items to be chosen for payment, then click the Update Cart button. Repeat for each student. When ready to make payment, click the *Pay with Vendor* button. This will move you to the RevTrak Shopping Cart for checkout. If you are using RevTrak currently for Food Service payments, that is the account to use. If you are totally new to On-Line payment process, select the New User button to create your account.

Payments may be made with a credit/debit card while you are on-line registering; or you may send/bring payment in to the school office with cash or check. If you qualify for the Free/Reduced Lunch program, those applications will be available during Residency Verification in August. For any other financial assistance, please contact the school offices for tuition waivers, payment plan contracts, etc. All payments or payment plan contracts, waivers, and lunch program forms must be complete on or before August 19, 2020.

A credit card processing fee is currently charged to the district for each credit/debit card transaction in RevTrak. To help offset the cost to the district, there is a two percent charge added for each transaction processed specifically with a credit/debit card.

Parents with a junior or senior planning on attending Career Center - - due to the waiting list, the \$125.00 course fee needs to be paid by May 15, 2020 to reserve their spot. This \$125 fee does not qualify for tuition waiver. Please be aware that some of the Career Center courses do have additional fees that will be owed to the Career Center.

If you see SAEP as a charge, this is for FFA dues.

The Transportation Office is contacting families to verify the busing needs for next school year. If you did not receive a phone call, please contact Mrs. Miller at 815-694-2321 ext#2128 or via e-mail to jmiller@cusd4.org.

Mark your Calendars....

Residency verification days are Tuesday, August 4, 12:30 - 6:30p.m., or Thursday, August 6, 7:30a.m. – Noon; if you cannot make arrangements to attend one of these dates, contact the school office to make other arrangements.

The first student attendance day is August 20, 2020; and all residency requirements must have been met. All immunization & physical exam requirements must be complete and paperwork turned in to the offices as well.

Open House will be held in all buildings on Tuesday, August 18, 2020 beginning at 5:30 p.m. until 7:00 p.m.

Failure to Register and/or Prove Residency by August 18, 2020 may result in your child not being able to attend school/classes for 48 hours.

