

Geneseo CUSD #228 Directions for Online Registration 2019-2020

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 1st 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 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. 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. (<https://geneseoschools.org> - Family Access)
2. Click the "Go to CURRENT STUDENT REGISTRATION for ..." to begin the process for each student.

CURRENT STUDENT REGISTRATION is now open until 08/15/2019

Online Registration for the 2019-2020 school year is now open.

[Go to CURRENT STUDENT REGISTRATION for Carter](#)

CURRENT STUDENT REGISTRATION

Carter (Geneseo Middle School 2019-2020)

ONLINE REGISTRATION for 19-20 SCHOOL YEAR

Welcome to registration for the 2019-2020 school year.

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 (if applicable). These must be paid AFTER July 8th and BEFORE the first day of school.

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.

To start, read the 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.

ONLINE REGISTRATION for 19-20 SCHOOL YEAR

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. Authorization for Medical Treatment & Medical Information Release
3. Bus Information
4. GMS Forms
5. Verify School Messenger/Skylert Notifications
6. Medical Forms and Additional Documentation
7. Add a Food Service Application
8. Pay Fees and Add Money to Lunch Account
9. Complete **CURRENT STUDENT REGISTRATION**

[Next](#)

[Close and Finish Later](#)

CURRENT STUDENT REGISTRATION

(Geneseo Middle School 2019-2020)

Step 4. GMS Forms (Required)

Print View Full Screen

Student's Name Student's School Geneseo Middle School

Guardian's Name Student's Grade 08

ACKNOWLEDGEMENT OF COMPUTER ACCEPTABLE USE POLICY FOR STUD

STUDENT - I understand and will abide by the Authorization for Electronic Network Access. I understand that the District and monitor my use of the Internet, including my email and downloaded material without prior notice to me. I further understand that any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken against me. I hereby release the School District employees, and agents from any claims and damages arising from my use of, or inability to use the Internet or school network.

Student accepts policy (Or Parent on behalf of student):

PARENT/GUARDIAN - I understand and will abide by the Authorization for Electronic Network Access. I understand that the Geneseo School District has taken precautions to eliminate controversial material. I understand that it is impossible for the District to restrict all controversial and inappropriate materials. I will hold harmless the District, its members, for any harm caused by materials or software obtained via the network. I accept full responsibility if and when I use the network. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed to use the school email account. The Geneseo School Board Policies on computer access are Policy 6:235 and Policy 6:235E2 located at [/section-6-instruction/](#).

Parent/Guardian accepts policy and allows access: allow

USING A PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT

Pictures of Unnamed Students
Students may occasionally appear in photographs and video recordings taken by school staff members, other student body members, or the Building Principal. The school may use these pictures, without identifying the student, in various publications, including newspapers, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students at school or a school related activity.

Pictures of Named Students
Sometimes the school may want to identify a student in a school picture. For example, acknowledging those students who are named in school publications.

Complete Step 4 Only Complete Step 4 and move to Step 5

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 07/07/2019 4:51pm

- 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 the Authorization for Medical Treatment and Medical Information Release Form. This must be completed for all students.
11. Step 3 is the Bus Information form. This should be completed for ALL students that are bus eligible even if the student does not plan to ride the bus.
12. Step 4 contains the form specific to the building or grade level for the student.
13. Step 5 allows parents to choose their preferences for phone calls, emails and text messages from School Messenger. We encourage all families to have at least one number marked for emergency calls. To receive text messages, you must have the option marked here AND opt-in by texting YES to 67587.

Step 6. Medical Forms and Additional Documentation (Optional)
Medical forms that need to be turned in to the school nurse can be scanned in and uploaded here. Digital copies of the forms can be downloaded at <https://geneseoschools.org/forms/>.

If there are Court Documents that need to be provided to the school, they can be scanned in and uploaded here. If there are multiple pages, please save it as one file. Only one document can be uploaded per item listed.

Physical Form: No file selected.

Dental Form: No file selected.

Vision Form: No file selected.

Medication Adminstr: No file selected.

Court Documents: No file selected.

Click Browse and select the file. All pages must be saved in one file.

Complete Step 6 Only Complete Step 6 and move to Step 7

14. Step 6 includes a place to upload Medical Forms that need to be turned in to the school nurse. Digital copies of these forms can be found at <https://geneseoschools.org/forms/>.

15. Step 7 - The Application for Free/Reduced Meals is included as part of the Online Registration process. Separate directions for this area are on the Registration page of the District Website.

CURRENT STUDENT REGISTRATION

Geneseo Middle School 2019-2020 Print

Step 9. Complete CURRENT STUDENT REGISTRATION (Required)
 By completing **CURRENT STUDENT REGISTRATION**, you are confirming that the Steps below have been finished.
 Are you sure you want to complete **CURRENT STUDENT REGISTRATION** for _____ ?

Review CURRENT STUDENT REGISTRATION Steps

Step 1) Verify Student Information	Completed 07/07/2019 4:51pm
<i>No Requested Changes exist for Step 1.</i>	
Step 2) Authorization for Medical Treatment & Medical Information Release	Completed 07/07/2019 4:51pm
Step 3) Bus Information	Completed 07/07/2019 4:52pm
Step 4) GMS Forms	Completed 07/07/2019 5:05pm
Step 5) Verify School Messenger/Skylert Notifications	Completed 07/07/2019 5:05pm
Step 6) Medical Forms and Additional Documentation	Completed 07/07/2019 5:05pm
Step 7) Add a Food Service Application	Completed 07/07/2019 5:05pm
Step 8) Pay Fees and Add Money to Lunch Account	Completed 07/07/2019 5:05pm

Guardian Name: Ignazia Bull Guardian Address: 1053 Melodie Ln
 Colona, IL 61241

Submit CURRENT STUDENT REGISTRATION

16. Step 8 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.

17. Step 9 – 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.

Geneseo Middle School 2019-2020

 You have **not completed CURRENT STUDENT REGISTRATION** for _____ for the 2019-2020 in Geneseo Middle School.

 Your changes have been **saved**.

[Go back to complete steps](#)

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 CURRENT STUDENT REGISTRATION for [Student]" link at the top of your message board, or the "CURRENT STUDENT REGISTRATION" tab on the top left side of the screen and you will be able to continue where you left off.

REPEAT THESE STEPS FOR EACH CHILD.