

2024-2025 Online Registration Instructions

Thomas Metcalf School

Online registration for the 2024-2025 school year opens on Monday, July 22nd at 8 a.m. and runs through Friday, August 2nd. All Metcalf families are required to register their child(ren) electronically through Skyward.

Please Make Special Note:

*Only the guardian listed as #1 in Skyward will be able to complete registration for the student. Please check your account to see who is designated as #1.

*If you have lost your username and/or password, please click on the “Forgot your login/password?” link underneath the Skyward sign-in button. Follow the prompts to reset your account.

*New families will receive an email on July 19th from do.not.reply@ilstu.edu titled Family Access Account Information. Follow the prompts in order to set up your Skyward account.

To Register: Once you log-in to Skyward, click on “**Metcalf School Online Registration**” located below the Home tab (visible only during registration dates). This brings up a “Welcome” message and displays the name(s) of your child(ren). You will need to register each child separately; however, you will be able to pay all fees for your family in a single transaction. *Please begin by clicking on 1. a. “Student Information” on the right-hand menu.*

There are 18 steps involved in the registration process. After each **required step**, please click “**Complete Step**” and *then scroll to bottom* and click “Next Step” at the right of the screen to move on. Some steps (such as the Student Handbook Acknowledgement) require you to open the document and view it before moving to the next step.

You may skip **optional steps** as some are not applicable to all families or are not required for registration. Simply scroll to the bottom and click next step to move on.

Metcalf School Online Registration Steps:

- **Step 1** – Verify Student Information: **Required step**—Here you will be asked to verify/update your student’s information, family address, family information, emergency information, and emergency contacts. *Please make special note to provide a “non-guardian” emergency contact. Parents will always be contacted first but providing a “non-guardian” emergency contact will allow for additional contacts should the need present itself.*
- **Step 2** – Verify Ethnicity/Race: **Required step**—Please verify your child’s race and ethnicity. *New student accounts will need to be edited as the answers are automated upon creation of their account.*
- **Step 3** – Verify Skylert Information: **Required step**—Please verify/update how you would like to receive notifications from Skyward.
- **Step 4** – Metcalf School Handbook: **Required step**—After reviewing the handbook, click the “I consent” box and sign electronically.
- **Step 5** – Health Requirements and Medication Acknowledgement: **Required step** – Review applicable health requirements and the undesignated medication administration statement. Click the consent box and sign electronically. If applicable, also print the medication authorization form, complete, and return. Required health forms can be turned in to the main office or you may mail a copy of your medical forms to Thomas Metcalf School, Campus Box 7000, Normal, IL 61790, Attn: Shelly Thomas.
- **Step 6** – Website/App Permission Form: **Required step**— After reviewing the form, click the applicable option and sign electronically.
- **Step 7** – Technology Usage Agreement: **Required step** - After reviewing the form, click the consent box and sign electronically.

- **Step 8** – Directory Opt-Out Form: **Optional step** – All families will be automatically entered into the PTO directory unless you specifically opt-out. Please complete this step if you do not want your information added to the directory or if you would like to limit what information is added to the directory.
- **Step 9** – Photography Opt-Out Form: **Optional step**—Complete this step **only** if you DO NOT give Metcalf School permission to photograph your child.
- **Step 10** – Fee Information and Payment Link: **Optional step** – Review the fees and payment options. Fees do not need to be paid to complete registration, **but DO need to be completed (or payment plan set up) before the first day of school.**
- **Step 11** – Fee Waiver Program: **Optional step**—If your family meets guidelines for Free-Reduced Lunch and Fees, complete the application and submit it to the main office or mail it to Thomas Metcalf School, Campus Box 7000, Normal, IL 61790, Attn: Sarah Parola.
- **Step 12** – Complete Metcalf School Online Registration: **Required step**—Once **all required steps** have been completed and all **optional steps** applicable to your family have also been checked complete, please click on “Submit Metcalf School Online Registration” found at the bottom right side of your screen. All guardians in the primary family will receive an email from Skyward confirming your registration.