

# 2020-2021 Online Registration Instructions

## Thomas Metcalf School

Online registration for the 2020-2021 school year opens on Monday, July 20<sup>th</sup> at 8 a.m. and runs through Friday, July 31<sup>st</sup>. 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.

\*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.

**To Register:** Once you log-in to Skyward, click on “**Metcalf School** Online Registration” located below the Home tab. 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 17 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 at 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-parent” emergency contact. Parents will always be contacted first and providing a “non-parent” 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. *For new students to Metcalf, please make edits as needed.*

**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**—You must click on the handbook link in order to complete this step. Make special note of the Student/Parent Laptop Agreement at the end of the Handbook. This defines the responsibilities of Chromebook usage for students in grades PK-8.

**Step 5 – Application Acknowledgement Form: Required step**—You must click on the form in order to complete this step.

**Step 6 – Website/App Permission Form: Required step**—You must click on the form in order to complete this step.

**Step 7 – Medical/Dental/Vision Exam Requirements, Medication Authorization Form, and Food Allergy Action Plans: [Optional step](#)**—Please read the requirements to determine what forms are applicable to your child(ren). 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 8 – Concussion Form for Participation in Athletics: [Optional step](#)**—If you anticipate your children participating in Athletics during the school year and wish to review the Fact Sheet and submit the form at the onset of the school year, you may do so here (print & return to office). One submission per student is all that is required for the duration of the school year.

**Step 9 – Parent Parking Permit Information & Registration Form: [Optional step](#)**—If purchasing a parking permit from ISU, please print out the permit registration form and bring it directly to the Office of Parking and Transportation.

**Step 10 – Photography Opt-Out Form: [Optional step](#)**—Complete this step **only** if you DO NOT give Metcalf School permission to photograph your child.

**Step 11 – PTO Directory Opt-Out Form: [Optional step](#)**—Complete this step **only** if you DO NOT give Metcalf School PTO permission to include your information in the directory.

**Step 12 – Fee Waiver Program: [Optional step](#)**—If your family meets guidelines for Free-Reduced Lunch and Fees, print page 3 of the form and submit it to the main office or mail it to Thomas Metcalf School, Campus Box 7000, Normal, IL 61790, Attn: Heather Marshall.

**Step 13 – Online Store for Preschool Tuition: [Optional step](#)**—Please visit this link to pay your preschool tuition online. TouchNet will send you a separate email confirming your payment. At least one-tenth of the tuition amount must be paid before the first day of school, with equal payments made monthly (Full Pay and Semester Pay options are also available).

**Step 14 – Online Store for K-8 Registration Fees: [Optional step](#)**—Please visit this link to pay your fees online. TouchNet will send you a separate email confirming your payment.

*The expectation is that full payments are made at the beginning of the school year, however a semester or monthly payment plan is available for parents should there be a need.*

*\*Semester plans are payable prior to the first day of school with the second installment due by Jan 5th.*

*\*Monthly plans are payable in 10 installments with the first made prior to the first day of school and by the 5th of the month Sept-May thereafter.*

*Plans must remain current.*

**Step 15 – Online Store for Food Services Payment: [Optional step](#)**—Please visit this link if you would like to put money on your child's food service account. TouchNet will send you a separate email confirming your payment. Funds may be placed on your student(s) lunch account for purchases. The food service account should remain at a positive balance throughout the school year.

**Step 16 – Online Store for After School Account Payments: [Optional step](#)**—Please visit this link if you would like to put money on your child's ASP account. After School Program accounts should remain balanced throughout the school year.

**Step 17 – 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.

\*\*Any forms generated during the registration process may be returned to the school office or mailed to Thomas Metcalf School, Campus Box 7000, Normal, IL 61790 Attn: Kelly Brown