STUDENT ONLINE REGISTRATION

2022 - 2023

For

Zion-Benton Township High School

New Tech High @ Zion-Benton East

Contents

Introduction

Hello, and thank you for using Student Online Registration. We hope you find this process simple and straightforward. What follows are the step-by-step instruction for completing this process.
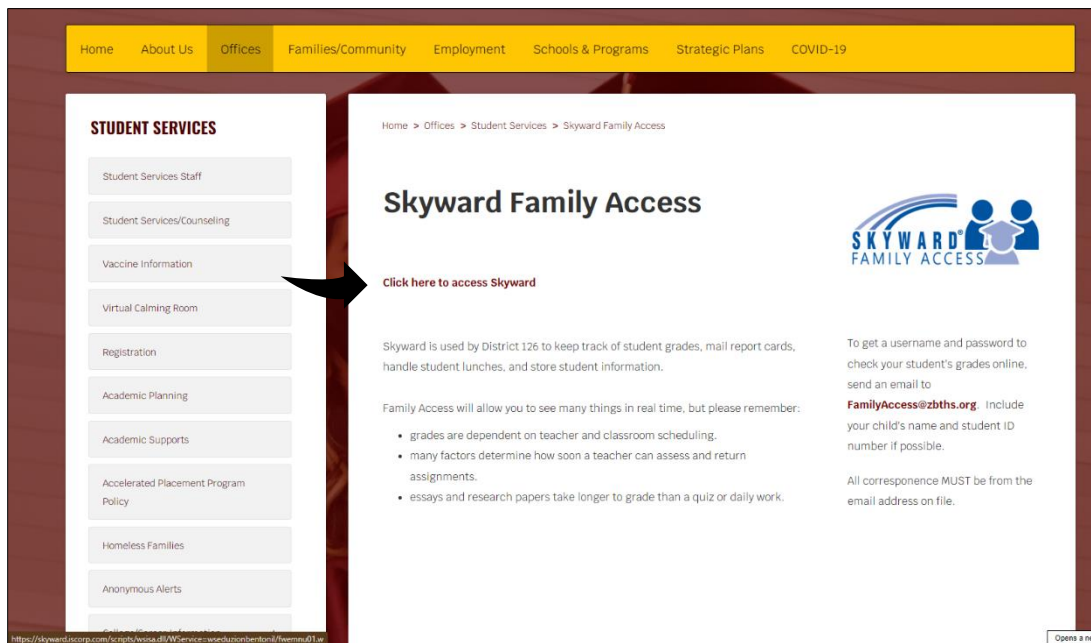

Getting to Skyward Family Access

To begin Student Online Registration, please sign into Skyward Family Access. You can do this by going to our website, www.zb126.org, and clicking on the SKYWARD button.
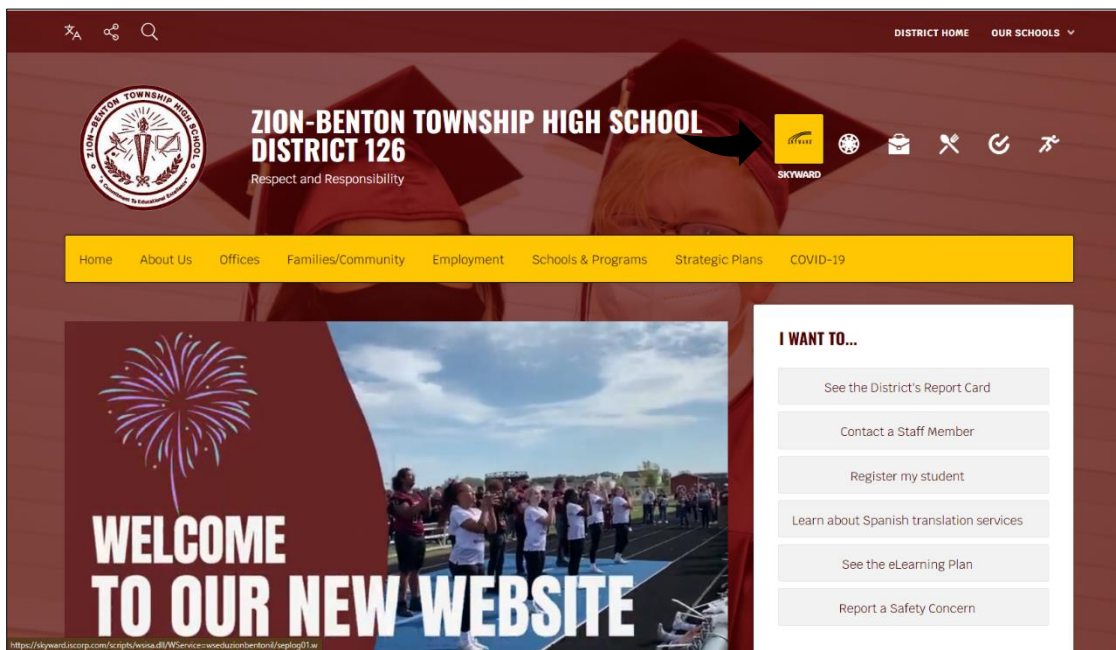
You can also get there by clicking on "Offices," "Student Services," "Skyward Family Access," and then click on "Click here to access Skyward."

Logging into Skyward Family Access

Enter your Skyward Family Access LoginID and Password. Your LoginID and Password were created for you when you first enrolled your student at Zion-Benton Township High School or New Tech High @ Zion-Benton East.

If you do not remember your LoginID or Password, you can click on the "Forgot your Login/Password?" link to receive an email with this information. You will need to enter the

email address registered to your account. Once this is done, you will receive an email with your LoginID and a link to reset your password.

If you do not know which email you have registered to your account, or if you never registered an email address to your account, please contact your school, or email: familyaccess@zbths.org.

Starting Student Online Registration

To begin Student Online Registration, click on the "Student Online Registration" button on the left side and select your student. **Please remember that you will need to complete the registration process for each of your students.**

You will see the current District Message as well as the steps to be completed on the right. To begin, click the "Next" button. (Alternatively, if you have already started registration and left, you can click on the step you would like to start on instead). Completed steps will show a green check mark below the number with a completion date and time.

The following pages will walk you through each step:

Step 1 – Student Demographics

Step 1a – Student Information

Please check over your student's information stored in our system.

If your student goes by a name other than their first name, please put it in the "Other Name" field.

Enter your student's primary language in the "Language" field. This is the language your student speaks outside the home. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it.

Enter your student's native language in the "Native Language" field. This is the language your student speaks inside the home. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it.

Enter the Local Race which you identify your student with. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it.

Does the student have a parent/guardian that currently serves in a branch of the Armed Forces? If so, please check the box next to "Military Connected".

Is your student's Home Phone number correct? Please remember, this is the number that will be used to reach you in case of an emergency. (This phone number will also be used for attendance calls, teacher calls, etc.) If you would like to add a second or third phone number, please enter them in the boxes below the Home Phone.

If you would like to provide a Home Email for your student, please enter it in the "Home Email" field.

Please check your student's Birth County, State, and Country and make any corrections as necessary.

If one of the grayed out fields contains information that requires updating, please contact your school or email: familyaccess@zbths.org.

When all the fields have been updated, click "Complete step 1a and move to step 1b".

Step 1b – Family Address

Check your address and update it if it is not correct. If your mailing address is the same as your home address, check the box next to "Same as Address". Otherwise, enter the address that you would like school mailings to go to.

When all the fields have been updated, click "Complete step 1b and move to Step 1c".

Step 1c – Family Information

Enter your student's home language in the "Home Language" field. This is the language spoken in the student's home. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it.

Please check Guardian Number 1's information. This ideally should be the student's primary parent. The Primary Phone number should be the number we call first in case we need to reach you. If you want your Primary Phone number to be confidential, please check the box.

Enter your relationship with the student. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it. Enter your employer if you wish. Please

make sure your "Home Email" address is correct. This is the address that password resets requests from Skyward Family Access will go to. It will also be used to verify Family Access requests.

If one of the grayed out fields contains information that requires updating, please contact your school or email: familyaccess@zbths.org.

When all the fields have been updated, click "Complete step 1c and move to step 1d".

Step 1d – Emergency Contacts

Emergency contacts are the people who will be contacted in case of an emergency. By default, we call the parents/guardian before resorting to the emergency contacts.

To add an emergency contact, click on the "Add Emergency Contact" button. An emergency contact must have a first and last name, a primary phone number, and their relationship to the student. As you start typing, suggestions will pop up below the field. Please select one of the options by clicking on it. If you want this emergency contact to have the right to "Pick Up" the student from school, please select "Yes" from the "Pick Up" box. When all the fields have been updated, click "Save".

You can add up to 6 emergency contacts for each student.

To remove an emergency contact, click "Delete this Emergency Contact" next to the contact you would like to delete. You will receive a prompt to confirm the deletion. Click "Yes" to remove the contact.

When all the fields have been updated, click "Complete step 1d and move to step 2".

Step 1e – Health Information

Please enter in any health notes you would like to leave for the school nurse. This can include but is not limited to allergies, mental health, medication information, and other general health information.

When all the fields have been updated, click "Complete Step 1e and move to Step 2".

Step 2 – Verify Ethnicity/Race

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

Please read through the district letter. When ready, click "Continue".

Verify the student's ethnicity/race. If your student is of Hispanic or Latino decent, please select "Yes" to question 1. For question 2, please check all options that apply.

When all the fields have been updated, click "Complete Step 2 and move to Step 3".

Step 3 – Home Language Survey

The state of Illinois requires the district to collect a Home Language Survey for every new student. Please check the boxes if appropriate and select a language. When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 3 and move to Step 4".

Step 4 – Photo/Video Opt Out

Students occasionally may appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by administration. The school may use these pictures and videos in various non-commercial school publications, including the school yearbook, school newspaper, school website, and school social media feed. No consent or notice is needed or will be given before the school uses pictures or videos taken while students are at school or a school-related activity, unless a parent/guardian chooses to opt out. If you wish to opt your child out of inclusion in school publications (e.g., yearbook, newspaper, website), select I DO NOT want my student's picture being used in school publications in the box below.

When all fields have been updated, click "Complete Step 4 and move to Step 5".

Step 5 – Health Examination and Immunizations Forms

Freshmen and transfer students are required to submit a properly completed State of Illinois Certificate of Child Health Examination form and proof of immunization prior to completing registration.

If you do not currently have a copy of the State of Illinois Certificate of Child Health Examination form, you can click on the "Child Health Exam final 2011_15.pdf" to open a copy of the form which can then be printed and filled out by your student's physician.

You can also print a copy of the "School Medication Authorization Form.pdf" if you have not done so already.

When all fields have been updated, click "Complete Step 5 and move to Step 6".

Step 6 – Residency Requirements

Please read through the notice on District 126's residency requirements. When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 6 and move to Step 7".

Step 7 – Residency Verification

Please read through the notice on District 126's residency verification policy. When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 7 and move to Step 8".

Step 8 – Attachments

Please upload your Proof of Residency (Category I and II), your student's State of Illinois Certificate of Child Health Examination, Senior Immunizations (seniors only), and your student's Medication Authorization form. If you do not have a digital copy of this paperwork, you can drop it off during the Onsite Registration.

When all fields have been updated, click "Complete Step 8 and move to Step 9".

Step 9 – Transportation

ZB District 126 offers busing to all ZBTHS students. New Tech outside the "walk boundary" are also eligible for bussing.

In an effort to make the routes more efficient, we are asking that you let us know your needs for the 2022-2023 school year. If you would like bussing, please select "Yes" in the drop-down menu.

Once you have finished, click "Complete Step 9 and move to Step 10".

Step 10 – Chromebook Information

This is a compilation of several documents:

1:1 Chromebook Care

Acceptable Use Policy

1:1 Mobile Device Information

1:1 Mobile Device Liability

Please read through these documents. When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 10 and move to Step 11".

Step 11 – Chromebook Insurance

A $30 fee for Chromebook insurance has been added to your students' account. To opt out of insurance coverage and to have the fee removed, you must check the box "I do not want the district provided Chromebook insurance." After submitting, please allow 3-5 days for this fee to be removed from your account. **REMOVAL OF THIS $30.00 FEE WILL NOT BE ALLOWED AFTER YOUR STUDENT'S FIRST ATTENDANCE DAY.**

PLEASE NOTE THAT THE DISTRICT PROVIDED CHROMEBOOK INSURANCE IS NOT VALID UNTIL THE CHROMEBOOK INSURANCE FEE IS PAID IN FULL.

When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 11 and move to Step 12".

Step 12 – CEP Breakfast/Lunch Information

The Community Eligibility Provision (CEP) is a National School Lunch Program that makes a reimbursable breakfast and lunch free for all students. There are no applications needed to participate in this program.

Due to CEP, purchasable items available during breakfast and lunch will be limited. Beginning again in the 2022-23 school year lunch Balances are **non-refundable** and any remaining funds will be rolled into the next school year.

When all fields have been updated, click "Complete Step 12 and move to Step 13".

Step 13 – Student Fee Information

This page explains the district's fee policy. Please read through the document. When finished, sign your name in the "Parent/Guardian Name" field.

When all fields have been updated, click "Complete Step 13 and move to Step 14".

Step 14 – Make a Fee Payment

Click the "Make a Fee Payment" link to open a new window which will display the Zion-Benton HSD 126 RevTrak Web Store. It is mandatory at a minimum to view your student's fees to complete this step.

Once the Web Store page opens, you can scroll down to view the fees associated with your student.

ZION-BENTON HSD 126
Web Store

SHOP ⌄   RESOURCES ⌄   HOME   LOGIN   CART

before re-establishing auto-replenish.

Log Out Of Skyward

REQUIRED FEES

2022 STUDENT

#Reg Fee
BASIC REGISTRATION FEE $135.00   ADD TO CART
BASIC REGISTRATION FEE
Overdue: Jul 8, 2019

#CBK-INS
Chromebook Insurance $30.00   ADD TO CART
Chromebook Insurance
Overdue: Jul 8, 2019

#LOCK
LOCK $5.00   ADD TO CART
LOCK
Overdue: Jul 8, 2019

To pay a fee, click the ADD TO CART button next to the fee.

Enter the amount you would like to pay towards the selected fee, then click on ADD TO CART.
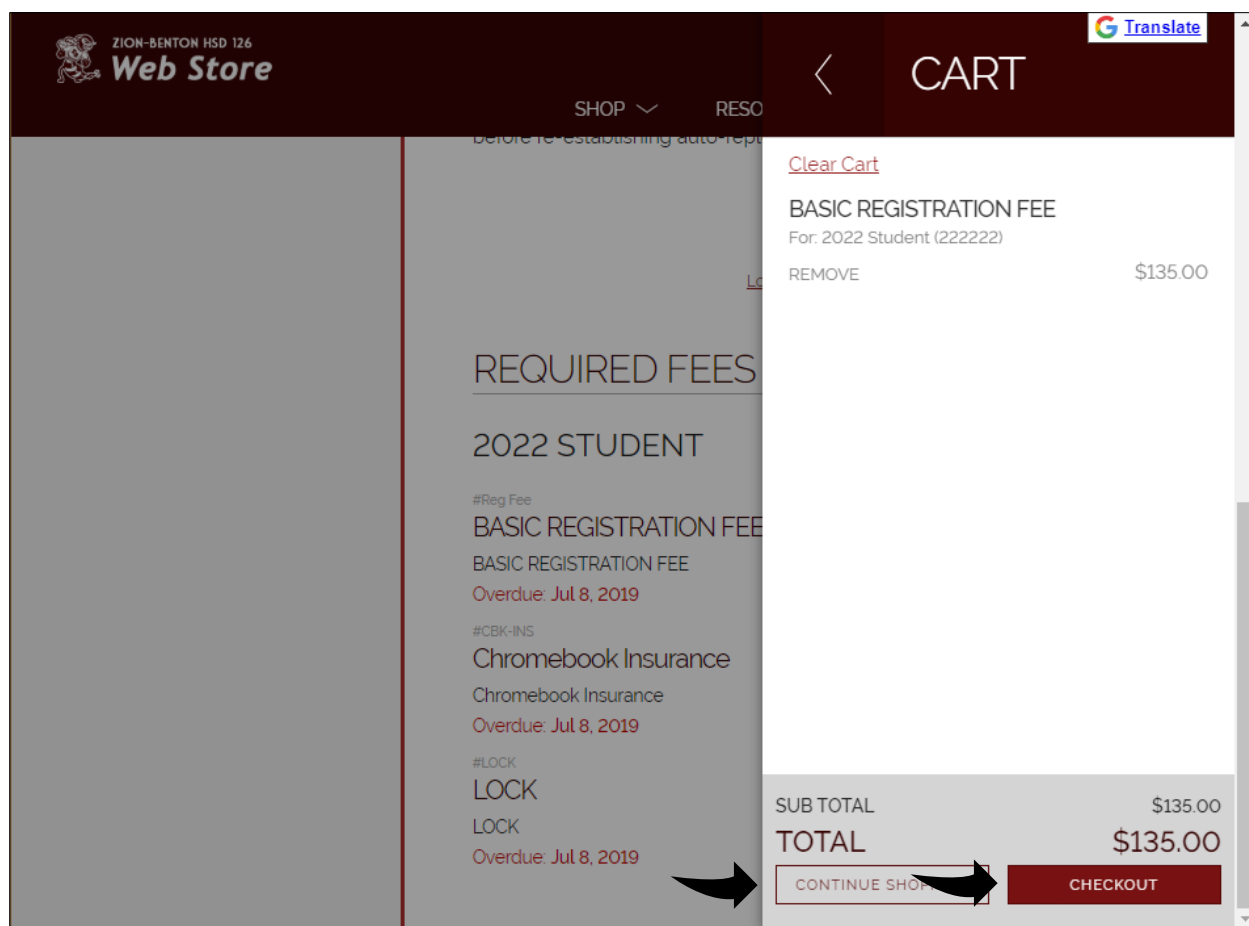
Once an item has been added to your cart, you will have the option to CONTINUE SHOPPING or CHECKOUT. If you would like to add more items to the cart, please click on CONTINUE SHOPPING. Once you have finished adding in the items you would like to pay for, click on CHECKOUT.

You will now be asked to log in to the Web Store. If you already have an account, please enter in your Email and Password, then click the LOG IN button. If you do not remember your password, click on "Forgot Password?" below the Password box. If you do not have a Web Store account, please click on CREATE NEW ACCOUNT to make one.

Resetting Your Password

To reset your password, please click on the "Forgot Password?" link found below the Password box.

You will be asked to enter in your Email address. Enter it in, and then click the SEND button.

Once submitted, you should receive an email in with a link to reset your password.

[EXT] Password Reset

ZT   ZionBenton THS 126 <webstores@revtrak.net>
To   ▮▮▮▮▮▮▮▮

↩ Reply   ↩ Reply All   → Forward   ···
Wed 6/17/2020 9:15 AM

We received a request to reset the password associated with this email address.

Use _____ to reset your Web Store password or copy and paste the following into your browser:

▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

For your security, this link will expire in 24 hours.

This message is provided courtesy of RevTrak on behalf of Zion-Benton THS 126

Please do not reply to this email address as it is not monitored.

Click the link "reset your Web Store password".

Give yourself a new password, confirm the password, and then click the RESET PASSWORD button.

Create a New Account

Click the CREATE NEW ACCOUNT button to create a new Web Store account.
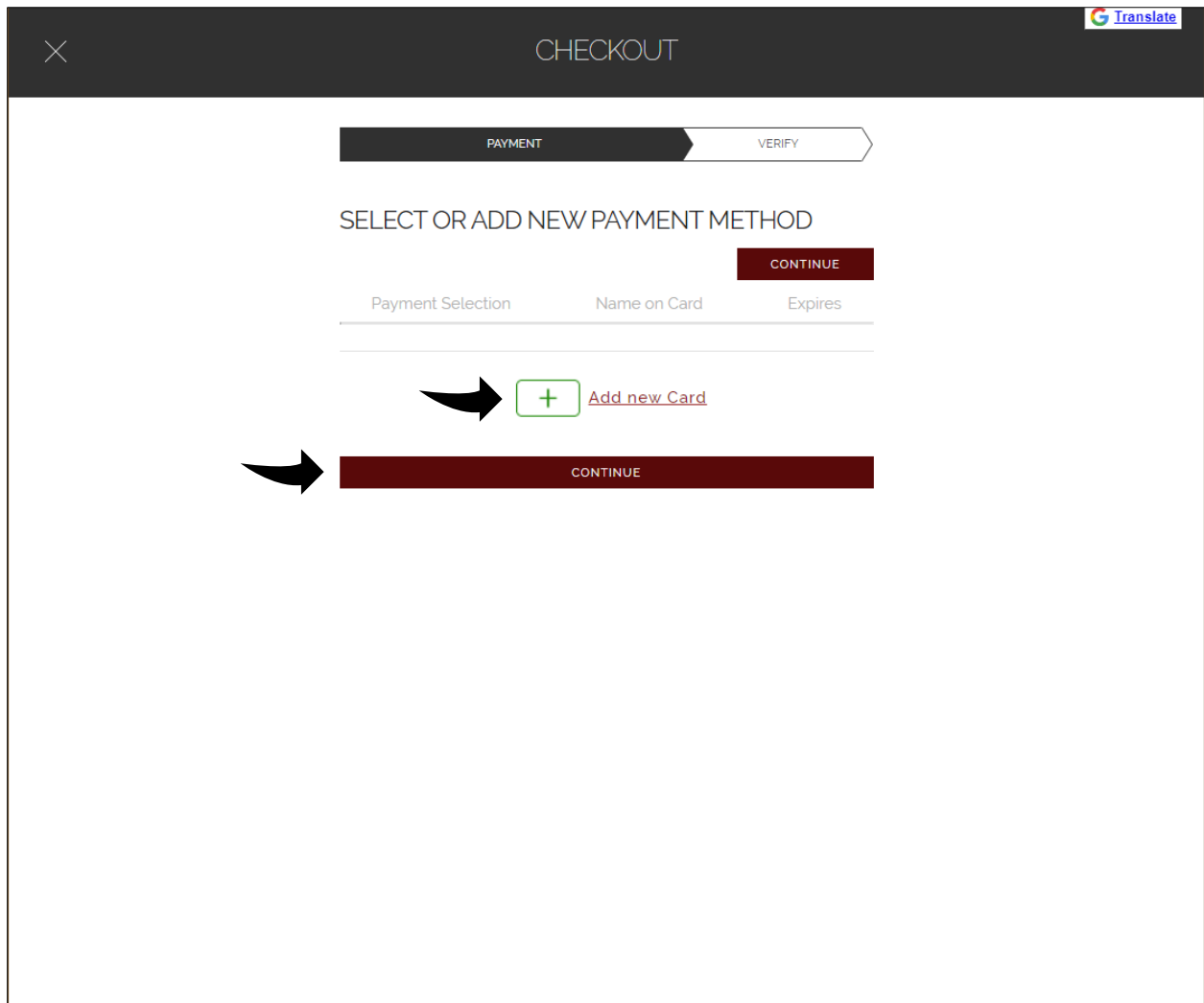
Enter in your information, then click on CREATE ACCOUNT.

Checkout

CHECKOUT

PAYMENT   VERIFY

SELECT OR ADD NEW PAYMENT METHOD

CONTINUE

Payment Selection   Name on Card   Expires

+ Add new Card

CONTINUE

Once you log in, you will be asked to enter your payment information. If you already have a credit card on file, select the card and then click the CONTINUE button. If you need to add a new credit card, click on the Add new Card button.

Enter in your credit card information, then click the CONTINUE button.

CHECKOUT

×

VERIFY

Review & Submit

BILLING
EDIT

BILL TO:
David Matteson
1217 Pennsylvania Ave
Winthrop Harbor, IL 60096

PAYMENT METHOD
CHANGE

VISA Visa

ITEMS

BASIC REGISTRATION FEE	$135.00
Quantity: 1	
For: 2022 Student (222222)	

SUB TOTAL	$135.00
TOTAL	**$135.00**

PLACE ORDER

Verify your order. Once completed, click the PLACE ORDER button. When the order has been completed, you will receive a screen where you can print your receipt for your records. You will also receive an email with your receipt.

When finished, you may close out the Web Store window.

When you are finished with the Web Store, click "Complete Step 14 and move to Step 15".

Step 15 – Parent Advisory Board

The parent advisory board is an organization created to give parents a voice in the decisions regarding school improvement, curriculum, policies, practices, procedures, resources, school culture and other parental concerns.

If you would like more information on the Parent Advisory Board, please select "Yes" in the drop-down box.

When you are ready, click "Complete Step 15 and move to Step 16".

Step 16 – Final Steps to Start School

This page describes where to turn in your Residency documents, Health Examination and Immunization forms, and where to pick up your copy of the student handbook, textbooks, and other materials needed to start the school year.

When you are ready, click "Complete Step 16 and move to Step 17".

Step 17 – Complete Student Online Registration

By completing Student Online Registration, you are confirming that all steps have been completed. Feel free to review any information from the prior steps.

When you are ready, click the "Submit Student Online Registration" button.

Congratulations, you have completed the Student Online Registration.

Should any problems arise, or if you have any questions, please contact familyaccess@zbths.org or call Student Services at 847-731-9300.

Revision History

Date	Version	Editor/Author	Notes
7/2/2018	1.0	David Matteson	Initial Version
7/3/2019	2.0	David Matteson	Reviewed with minor changes only. Final.
6/17/2020	3.0	David Matteson Dalila Mondragon	Reviewed with minor changes only. Final.
6/10/2021	4.0	David Matteson Aryan Betancourt	Reviewed with minor changes only. Final.
6/23/2022	4.1	David Matteson	Draft version working toward 5.0 final. Updated information to match Skyward updates and school year. Updated photos to match the current revision. Added in Health Information, CEP Breakfast/Lunch Information, and Parent Advisory Board.
6/23/2022	4.2	Melissa Miscichowski	Reviewed with minor changes only.