

## Returning Student Registration 2019

- Each student registering through Skyward must be in preschool (received an enrollment letter) or be a returning student.
- Online registration will open on **August 6** beginning at 8 am. It is highly encouraged if parents/guardians have access to register off-site due to limited computer space.
- Parents will need to log into Skyward using their username and password.
- If you need assistance with this process, please contact:
  - Elementary- Mrs. Armintrout at [garmintrout@tricityschools.org](mailto:garmintrout@tricityschools.org) or Mrs. Cummins at [kcummins@tricityschools.org](mailto:kcummins@tricityschools.org)
  - JH & HS- Mrs. Pressler at [kpressler@tricityschools.org](mailto:kpressler@tricityschools.org) or Mrs. Kindel at [kindel@tricityschools.org](mailto:kindel@tricityschools.org)
- Families can register during walk-in registration on **August 7**, 9 am to 11 am and 5 pm to 6:30 pm. Please enter the main door of the school by flag pole, JH/HS office and follow the signs to the HS Computer Lab and/or HS Library.
- On-line registration will be turned **off** for students that do not have either proof of residency, birth certificate, or still owe past fees including lunch fees. The following message will appear on the screen: "You do not have proper authorization to use family access. Please contact the school district office." When the information is on file or paid in person during walk-in registration, the on-line registration process will be opened. Please call the office (Elementary 364-4035 or MS/HS at 364-4530) and we will assist and answer your questions.
- If a payment plan to pay fees needs to be set up, all plans must be set up in person during the walk-in registration times. It is important that all parents make payments once an agreement has been established in order to avoid their child from being prohibited to participate in extracurriculars as well as other privileges.
- If parents would like to pay fees on-line, a Visa, MasterCard, or Discover will be needed. Parents can mail payment or pay in the office from August **8 -19**. It is important that fees are paid so students can participate in extra-curricular activities and other privileges.
- Junior High and High School locker number and combination can be accessed through Skyward by clicking on the portfolio tab on the left hand menu. Once inside this tab click on the locker report, and after the report runs you will be able to view locker number and combination.
- Elementary students that purchased School Supply Kits will be available in the student's classroom on Meet the Teacher Night (August 19<sup>th</sup>).
- We encourage all parents to attend August 19 "Meet the Staff" night. PK – 5 is from 6 – 7 pm and 6 – 12 is from 6:30 pm – 7:30 pm. This is an opportunity to bring in their school supplies, meet the staff, sign up for P/T conferences, walk your JH/HS child's schedule, etc.
- Medical Documents can be sent to school: Tri-City CUSD #1, Attention Nurse Kathy Getz, 324 West Charles Street, Buffalo, IL 62515. Questions can be e-mailed to Nurse Kathy: [kgetz@tricityschools.org](mailto:kgetz@tricityschools.org)
- If you have questions, please do not hesitate to contact your child's school.