

ONLINE REGISTRATION FOR 2017-2018 SCHOOL YEAR

-AVAILABLE STARTING JULY 18, 2017-

These instructions are a guide to help you navigate through our online registration process.

Dates to Remember:

- **July 24** - First day to obtain U-High ID cards. Visit the Redbird Card Office, 2nd floor of Bone Student Center, Monday through Friday, 8:30 am to 4:30 pm. The current ID **MUST** be shown at Registration in order to receive a schedule of classes and locker assignment. Students can bring an alternate picture ID or verify some information in order for the Redbird Card Office to verify identity.
- **July 26** - Registration Day at U-High - 8:00 to 11:00 am, 12:30 to 3:30 pm, 5:00 to 7:00 pm, U-High Library
 - Turn in necessary forms, health forms, obtain student schedule, visit with Boosters, purchase spirit wear and purchase parking permits.
 - If you are unable to attend, please complete Online Registration and stop by the Main Office with necessary forms and the current ID card any day in August during office hours, Monday-Friday, 8:00 am to 3:00 pm.
- **July 27** - Fall Sports Meeting, 7:00 pm in Stroud Auditorium. Athletes and parents should attend this meeting if participating in football, cross country, girls swim & dive, girls tennis, volleyball, boys soccer, cheer, dance, boys golf or girls golf. Please contact the head coach of your sport after July 27 if you are unable to attend this meeting. Information about tryouts, practices, team expectations, schedules, etc. will be covered at the meeting on July 27th. Football, boys golf and girls golf starts on Monday, August 7th. All other Fall Sports begin on Wednesday, August 9th.

Registration Day Items:

- Schedules will be available to students with a current U-High ID. Schedule changes can be made during registration day by stopping by the Counseling Center. Use the schedule to determine what textbooks are needed for your student. The textbook link is updated and available on the U-High website in the About Us section.
- Boosters has some exciting new things planned this year. Be sure to stop by their table!
- U-High spirit wear will be available for purchase!
- Parking Services will be available to handle parking permit sales.
- All students are required to purchase a U-High lock for the PE lockers. They will be available for purchase for \$10. This lock must be purchased through U-High.

Helpful Items for Online Registration:

- Online registration is an easier way to verify contact information, emails, health information and sign-on off on releases and waivers. This process does not involve registering for classes or building class schedules.
- Online Registration is restricted to Family #1 in Skyward.
- You need up-to-date log-in credentials to access Family Access.
- Skyward uses a pop-up, so you may need to enable this in your browser. If problems persist, try using a different browser.
- Please use the navigation buttons within Registration to navigate through it.
- You can save completed steps and return to Registration at other times to complete it.
- Online Registration **MUST** be completed in order to finish registering in person.

- All forms that must be completed by hand are available in the main office and will be available at Registration if you are unable to print them. If you need to use a computer to complete the online portion, you can stop by the main office during office hours, as well.

INSTRUCTIONS

- Log into Family Access – Visit www.uhigh.illinoisstate.edu, Hover over Parent, Select Family Access, Enter Credentials, *Enable Pop-Ups if necessary*. Online Registration seems to work best in Chrome, but is available in other browsers.
- Click Online Registration for 2017-2018 (top of left menu). If you have multiple students at U-High, you will need to complete the entire registration process for each student. Select the appropriate student using the dropdown menu at the top of the screen.
- Read the message shown and then begin with **Step #1 (E-Consent)** in the menu on the right-side of the screen. This steps requires an electronic signature in order to move forward.
- Please note: Most waivers/agreements require an I Consent checkbox response and an Electronic Signature. You must complete these steps in order to continue through registration. You can print any of these forms by clicking the Save and Print button in the upper right corner of the form. Any optional step can be skipped by clicking to the next step in the right hand menu or you can open the link, close the link, and then navigate forward with the buttons within the step.
- **Step 2: Verify Student Information** – please review information carefully. Please make sure phone numbers and email addresses are current so that you receive all communications promptly.
 - **Emergency Information, Emergency Contacts and Health Information, Steps 2d-f:**
This step is available for parents to provide as much detail as necessary. This information is used by applicable personnel for the health and safety of your student. This information is also reviewed by building personnel for critical alert information. If you have nothing to report, you can complete these steps by leaving the boxes blank. We recommend adding at least one emergency contact (Step 2e). If you need a medication authorization form, it is available in the Physical and Immunization Information Screen within Registration and is also available on the U-High Forms page at all times.
- **Please verify your information in the Skylert screen carefully.** Emergency information that is sent out via Skylert is distributed according to the information on this screen. This is also a good place to put your student's cell phone number – additional phone #1.
- **Release Waiver Form.** This form is required in hard copy for all students. Please print, review, sign and turn in when registering in person.
- **Lab School Acknowledgement:** This step is for freshmen only. Parents of returning students will not see this step. This step requires an electronic signature.
- **Handbook Acknowledgement:** This step requires an electronic signature. The handbook is also available on the U-High website at all times.
- **Technology Forms:** Please review the form links in this screen carefully. This step requires an electronic signature. These forms are available on the U-High Forms page at all times.
- **Reunification Form:** This document is required in hard copy for all students. Please print and complete the form for registration or be prepared to complete a copy when registering in person.
- **Permit to Treat Form:** This document is required in hard copy for all students. Please print and complete the form for registration or be prepared to complete a copy when registering in person. It will be used to athletic and extra-curricular coaches and sponsors when traveling in case of emergency.
- **Health and Immunization Information:** If you need a physical form or need to review the latest immunization requirements, please use the forms listed on this page. The last form on this screen is the *Medication Authorization Form* (two pages) which is required for any student needing to

keep medication on hand at school in the Main Office. If these forms do not apply to you, you can skip past this step using the right side menu.

- **Asthma & Allergy Action Plans:** Please complete these forms if either condition applies to your student. We are required to have these forms on file for your student in case of an emergency related to asthma and/or the related allergy.
- **IHSA Consent Form:** This form is required for all students participating on an athletic team. Please review the information and then print and sign the last page (page 5). This form must be on file in order for your student to participate.
- **IHSA Post Concussion Consent Form:** This form is required for all students participating on an athletic team. Please review and then print and sign. This form must be on file in order for your student to participate.
- **Photo Opt-Out Form:** Please review the information and print this form if it applies to your student.
- **Season Tickets:** You can purchase season tickets using this form. Complete this form and return it at registration or to the Athletics Office along with your payment. Tickets will be mailed directly to you.
- **Parking Forms:** If you are purchasing a lab school parent pass or a parking pass for your student, please review the letter from Parking and then print and complete page 2. Parking will also have this form at Registration. After July 26, permits can be purchased by going directly to the ISU Parking and Transportation Office on Main Street in Normal.
- **ID Cards:** All students need to obtain an updated ID card from the Redbird Card Office (Bone Student Center, 2nd floor). The 2017-2018 ID must be presented in order to obtain the student's 2017-2018 schedule and school locker assignment. Please click on the link and review the information in order to continue with the registration process.
- **Online Payments:** This is an optional way to pay. There is a response required on this page in order to move forward with registration. Please review the information carefully.
- **Boosters Volunteer Form:** If you are interested in volunteering with Boosters, please complete this step. There is room for each parent and each parent can select multiple activities and committees. If this is not something you are interested in at this time, you can navigate past this step.
- **Boosters Student/Parent Directory:** If you want to release your information for use in the directory please click "I Consent" and provide your electronic signature. There is a limited number of fields being included this year. The goal is to make it easier to format, but still provide families a way to reach one another. *Please complete only the fields you want included in the directory.* If you do not want to have any information included in the directory, please Opt-Out of the directory.
- **Final Step:** Once all steps have been completed, click the last step – Complete Online Registration. The next screen will verify what steps have been completed. If all required steps are complete and you are ready to finish, please click Submit U-High Online Registration. Registration is now complete. You will see a completion message and you will receive an email confirmation. If the Submit button is not available, you have at least one required step that has not been completed.

Questions, issues or concerns: contact the main office at 309.438.8428. You can also send questions directly to John Larson (jl Larson@ilstu.edu) at the link provided within Online Registration.