



# WEST PRAIRIE

COMMUNITY UNIT SCHOOL DISTRICT 103

Hello West Prairie Parents and Guardians,

West Prairie is introducing online registration for returning students. Starting July 6, 2023 if your child/children attended West Prairie during the 2022-2023 school year you will be able to register them for the 2023-2024 school year online through the Skyward Family Portal. Log in to your Skyward account and select the 2023-2024 Returning Student Registration Box. Students new to the district will still need to register in person.

Follow the directions on each page as you work through the 13 Steps and Review. Most of the steps will have pre-populated information and you will just need to review for errors. If you have more than one student at West Prairie, you will need to complete the registration for each student separately.

## **Welcome**

Verify that this is the student you are registering. [Resume >](#)

## **STEP 1: Student Information**

Check the address, guardian (parent) contact information, student email, language option, ethnicity and race. These items are pre-populated and just need verification. You may edit some of the information if necessary. [NEXT >](#)

## **STEP 2: Emergency Contact Information**

Verify the emergency contact information. You may add additional contacts if you choose. [NEXT >](#)

## **STEP 3: Student Health Information**

Verify the student health conditions if so noted. Additional conditions may be added by selecting the arrow "v" to open the dropdown menu with the list of conditions. If no conditions are listed and none are added, continue to the next step. [NEXT >](#)

## **STEP 4: Authorization for Treatment**

Check the "I Agree" box at the bottom of the page if you agree to allow your student to receive medical treatment in case of an emergency. Checking the box will automatically populate the signed by and date signed boxes. [NEXT >](#)

### **STEP 5: Transportation Information**

Use the arrow “v” to open the dropdown menu and select one of the choices. Choices include Both AM & PM, AM only, PM only, and My child will NOT be riding the bus.

Then check if your child will be driving themselves to school. (This is for parking tag count)

Next check to give permission for your child to be dropped off WITHOUT a parent or authorized adult visible by the driver. If you selected My child will NOT be riding the bus for the first question, please select “No.”

Last, for bus riders, please list the people who have permission to pick up your child from the bus stop along with their contact information. If you selected My child will NOT be riding the bus for the first question please type N/A in the box. [NEXT>](#)

### **STEP 6: Field Trip Permission**

Select yes or no to allow your student to participate in school sponsored field trips. [NEXT>](#)

### **STEP 7: Electronic Access**

Check the “I Agree” box at the bottom of the page if you agree to the rules and stipulations regarding your student’s access to the district’s internet and network connections.

Checking the box will automatically populate the signed by and date signed boxes. [NEXT>](#)

### **STEP 8: Technology Agreement**

Check the “I Agree” box at the bottom of the page if you and your student agree to the rules and stipulations of the Chromebooks & iPad Agreement and Expectations document.

Checking the box will automatically populate the signed by and date signed boxes. [NEXT>](#)

### **STEP 9: Media Release Parent Consent**

Check yes or no if the district may use your child’s photograph/video/interview for use in the media. [NEXT>](#)

### **STEP 10: Pesticide Application Registry**

Check yes or no if you want to be on the Pesticide Application Registry. [NEXT>](#)

### **STEP 11: Youhue Approval**

Use the arrow “v” to open the dropdown menu to select the appropriate option for the use of Youhue by your student. Choices include, My student may use Youhue, I DO NOT want my student to use Youhue, and Not Applicable. Youhue is for grades K-6 only. If you have a junior high or high school student, please select “Not Applicable” [NEXT>](#)

### **STEP 12: Early Dismissal**

Use the arrow “v” to open the dropdown menu to select the option for unplanned early dismissals. This is only for those days when West Prairie needs to dismiss early due to weather or other unforeseen circumstances. This is not for the planned early-out SIP or PLC days. Choices include, Ride the bus as usual, Go home as usual, Go to the babysitter as usual, or Other arrangements (please provide these other arrangements in writing to your building secretary). [NEXT>](#)

### **STEP 13: Title I Compact**

Check the "I Agree" box at the bottom of the page if you and your student agree to the Title I Compact agreement. Checking the box will automatically populate the signed by and date signed boxes. This section is for grades K-6. [NEXT & Review>](#)

### **REVIEW**

This page allows you to review all of the previous information before submission. Once you've deemed the information correct to the best of your ability, please select **SUBMIT.**

You've completed the registration! Please go through the whole process for each of your children. If your child did not attend West Prairie during the 22-23 school year, you will need to register them in person on August 3, 2023 from 12-6 p.m. at West Prairie Jr./Sr. High School, 600 S Hun St, Colchester. If you are unable to register your child online, you may also attend the in-person registration. The transportation department and the Food Service department will be in attendance along with the building secretaries to answer questions and to take payments.

West Prairie is working with Illinois ePay to allow online payments as well. Although it will not be ready by registration, we hope to have it available prior to 2024.

If you have any questions, please contact us at 309-776-3180, or come to the in-person registration for assistance.