

Instructions for Online Registration

- 1) Log into your parent portal.
- 2) There should be a message at the top of the page stating that registration is open for the 17-18 school year with a link that will take you to the online registration. If you don't see the link, under the Miscellaneous tab, select Online Registration.
- 3) There will be a number of steps listed for completion dependent upon your child's grade level. Only the online registration form is to be completed in Teacher Ease.
- 4) The first step is to fill out the online registration form. There will be four tabs to complete, *Student Information, Family Information, Emergency Contacts, and Transportation*. Most information will be automatically populated. Please review and update any information. There are three fields that might not apply to you, but require an answer. Please just enter NA. Those fields are *Family Changes Office Should Be Aware Of, Different Transportation Pick Up- One Location Only, and Different Transportation Drop Off- One Location Only*.
- 5) Once you have completed the four tabs and saved your information you will be able to pay fees. You can pay the registration fee, recess milk(grades k-1), add money to lunch accounts, or pay other specific fees all at one time. There will be a \$1.50 fee to use a credit card. (We have changed providers and reduced the fee from the previous amount of \$3.00.) If you have children in multiple buildings the fee will be charged per building. We are working with Teacher Ease to have that changed for next year. If you don't want to pay fees online, please send a check to your child's school. We will begin accepting fees in our offices immediately. **We strongly discourage sending cash.** If you need to pay in cash, please stop in the office and personally make the payment and you will be issued a receipt. **Fees are due by Friday, June 1st.**
- 6) The next step for everyone should be the proof of residency. We are encouraging everyone to submit two of the requested proofs **electronically**. Please follow the steps below:
 - Attach two proofs of residency listed below to an email, and send to residency@rockton140.org. **Please write your child's name in the subject line or text of the email.** You will receive a confirmation email that your submission has been received.

Proofs:

Homeowners:

- Your 2016 tax bill can be accessed at <http://treasurer.wincoil.us/>.
 - You will need to select the correct **tax year(2016)**. You can cut and paste the link (URL) into your proof of residency email.
 - You could also right click, select print, and change the destination from a printer to *save as PDF*. You would then be able to attach the PDF you saved to an email.
 - **NOTE:** This would not be revealing any private information. Any tax bill can be accessed online by anyone.
- Most recent utility bill(within 30 days).
 - If you have an online account your bill can be downloaded, saved to your computer, and attached to your proof of residency email submission.
 - If you don't have access to an electronic utility bill, please scan or take a picture of a paper bill and attach to your proof of residency email submission.

Renters:

- Signed and dated lease with proof of last month's payment.
 - These documents would most likely need to be scanned and attached to your proof of residency email.
- Most recent utility bill(within 30 days).
 - If you have an online account your bill can be downloaded, saved to your computer, and attached to your proof of residency email submission.
 - If you don't have access to an electronic utility bill, please scan or take a picture of a paper bill and attach to your proof of residency email submission.

Affidavit:

- A new affidavit of residency will need to be completed and signed at new student registration which will be held at Whitman Post Elementary School on July 18th and 20th from 12-8. The signer of the affidavit will need to submit the appropriate documents listed above.

While we are strongly encouraging everyone submit proof of residency electronically. You can send your proof of residency to school with your child or mail it in. Things are very busy in our offices at this time of year and it will help us out greatly if you send it electronically. We will **not** be able to make photocopies of proofs that are sent or mailed to school.

7) If a dental exam or physical is required for the 17-18 school year those forms will be available for download in the registration process. Please mail completed forms to the appropriate building office or have your doctor or dentist fax them.

- RGS fax: 815-624-1002
- WPES fax: 815-624-2125
- SMMS fax: 815-624-5900