

Online Registration Process Summary for Returning Students

Step 1: Skyward Registration Process

The registration process is best completed using a desktop or laptop computer.

1. Click on the Skyward link on the Germantown Hills School District's website <http://ghills.metamora.k12.il.us/>.
2. Login to Skyward using the guardian's Skyward Access Login ID.
 - a. If you've forgotten your Password or Login ID, click on the Forgot your Login/Password? link shown below the Sign In button. Follow the instructions to retrieve your information using the Email Address you have associated with the Skyward account.
 - b. If you still do not have your Skyward Access Login ID after going through the previous step, please email or call Mrs. Fischer (fischera@ghills69.com) for K-4 students or Mrs. Silverthorn (silverthorns@ghills69.com) for 5-8 students.
3. Click on the Food Service Menu found in the navigation menu on the left.
4. **Write down each Student's Key Pad Number** (found on the right of the screen). **This is your student's Student ID and will be used during the payment process for the first time you use RevTrak.**
5. Click on the Home button on the navigation menu on the left.
6. Click on the Go to Online Registration for [YOUR STUDENT'S NAME] link found on the Homepage of your Skyward account.
7. Verify Student Information on each page, making changes where applicable.
 - a. **Health Exams** (scanned into one file) can be uploaded during Step 5. If you are not able to upload these health exams, return the completed exam forms to your student's office. The following are required by Illinois State law:
 - i. Kindergarten requires a physical, dental, and an eye exam
 - ii. Second Grade requires a dental exam
 - iii. Sixth Grade requires a physical, immunizations and a dental exam
 - b. Step 6 is the Optional Online Payment step. For more information see Step 2, Option A. To skip the online payment portion, click the "Next Step" button under the step overview menu on the right and see Step 2, Option B below.
8. Click on Complete Step button at the bottom of each page after information has been verified.
9. Click on Submit Online Registration button when you complete Step 7.

Step 2: Pay Fees

The optional online payment process is a convenient way to pay for your student's registration and school fees. A convenience fee of 3.62% is charged by RevTrak, for all online payments. The online payment process is found below in Step 2, Option A.

If you choose not to pay for the fees online, follow the steps in Step 2, Option B found below.

Supply Fee for K-4 Only: The supply fee for the first student is \$40. *However, for families with multiple siblings, the supply fee will be reduced to \$30 per additional student.*

Elementary School Fees		
K-2	Registration Fee (does not include classroom supplies)	\$85.00
3-4	Registration Fee (does not include classroom supplies)	\$105.00
Middle School Fees		
5-8	Registration Fee	\$105.00
6-8	Complete Gym Suit (if a new complete set is needed)	\$15.00
6-8	Gym Shorts	\$7.50
6-8	Gym Shirt	\$7.50
6-8	Activity Fee (\$25 per activity)	\$25.00
Supplies (K-8) (Required for K-4, Optional 5-8)		
K-8	Supply Fee for first student	\$40.00
	Supply Fee for each additional student	\$30.00
Lunch Fees		
K-8	School Lunch	\$2.75
K-8	Milk Only	\$0.30
K-8	Weekly	\$13.75
K-8	1 Month	\$55.00
K-8	3 Months	\$165.00
K-8	6 Months	\$330.00

Step 2, Option A: Pay Fees Online via RevTrak

1. Click on the "Make an Online Payment" button during Step 6 of the Online Registration process above. You can also visit <https://ghills69.revtrak.net/> directly.
2. Click on the Login button.
3. Log in to RevTrak or Create a New Account if you do not already have a RevTrak account, then log in.
4. Click on Shop Student Fees.
5. Click on your child's school, Elementary School or Middle School.
6. Select the correct Registration Fee based on your child's 2019-2020 grade.
7. Select the child being registered or type in your student's Last Name and the Student ID (found in the Skyward Process above) and select their 2019-2020 grade using the dropdown box.
8. Click Add to Cart.
9. Repeat for the Supply Fee. For the first registered student, select the \$40 fee. For each additional student registered, select the \$30 fee.
10. Complete the Payment Process.

Step 2, Option B: Pay Fees by Check

1. Write a check made payable to GHSD #69, for the total fee amount.
2. On the memo section of the check write your child's name, Student ID, and a description of all of the fee types (i.e. Registration, Lunch, Gym Suit) or include a note with your payment.

3. Return the check(s) to the Elementary office for incoming K-4 students and to the Middle School office for incoming 5-8 students in person or by mail to:

Germantown Hills School District #69
Attn: Mrs. Fischer (K-4) OR Mrs. Silverthorn (5-8)
103 Warrior Way
Germantown Hills, IL 61548

Step 3: New Class List

1. Check to make sure you have completed the following items for your student by **July 19, 2019**:
 - Update and Confirm Registration Form (Step 1)
 - Pay Fees (Step 2)
 - Return Health Forms (Can be returned in Step 1 (online) or Step 2 (in-person or by mail))
2. When the above items are complete, your student will be placed on a class list. K-4 class lists will be emailed after 3:00 on **Friday, August 2, 2019**. Students in grades 5-8 will be able to log into Skyward to access their home room/schedule.

Additional Assistance

If you need additional assistance with any of the above steps, please contact the office at 383-2121. The summer office hours are 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m. Due to vacation schedules office hours may vary, but one of the school offices will be open daily, Monday through Friday, excluding holidays.

Personal Items to Bring to School on Back to School Night

- Backpack (*no preschool sizes, no backpacks with wheels*)
- Lunchbox and Water Bottle (*optional*)
- Change of Clothes (*in a labeled Ziploc bag, K*)
- Beach Towel (*labeled, for rest time, K*)
- Gym Shoes (*low tops, to leave at school, 1-8*)
- Headphones (*to leave at school, no earbuds for K-2*)
- Large Adult Size Short Sleeved T-Shirt for Art (*light color, name on front and back of shirt, K-5*)
- Gym Suit (*purchased during Step 2*) and Deodorant (*stays in P.E. locker*) for Gym (6-8)

No additional Back-to-School Supplies are needed for K-4 or those who purchase the Supply Fee in 5-8. Supply questions can be sent to Supplies@ghills69.com.

Important Dates

- ❖ Registration Deadline: Friday, July 19, 2019
- ❖ Kindergarten Orientation: Thursday, August 8th (6:00 – 7:30 p.m.)
- ❖ 1st-4th Back to School Night: Monday, August 12, 2019 (6:00 – 8:00 p.m.)
- ❖ 5th-8th Back to School Night: Tuesday, August 13, 2019 (6:00 – 8:00 p.m.)
- ❖ First Day of School: Wednesday, August 14th
- ❖ Early Dismissal (Wednesday, August 14th - Friday, August 16th)