

## Morton East Registration – Frequently Asked Questions

### Future Sophomores, Juniors, and Seniors



#### What do I have to do to register for the 2016-2017 school year?

- 1.) Complete *online registration* by June 30<sup>th</sup> on any computer (parents/guardians)
- 2.) Verify residency in person by June 21<sup>st</sup> (if applicable – see details below)
- 3.) Submit completed *Student Health Record Update* (see details below)
- 4.) Complete *Student Lunch Application (Food Service Application)* available after July 16<sup>th</sup>
- 5.) Pay school fees and purchase uniforms, books, and supplies by August 10<sup>th</sup> (see details below)

#### When will I receive my registration information?

A mailing will be sent to all current families to addresses on file in *Skyward* during the first week of May. Please follow the steps related to residency verification if you have moved or not updated your information through online registration. **Registration is held in late May and early/mid-June; any students who do not meet the June 21<sup>st</sup> deadline for residency verification and the June 30<sup>th</sup> deadline for online registration may have additional fees assessed and may compromise their student's schedule.**

#### What is Online Registration?

Parents/guardians update contact information and student data in *Skyward* using a computer. Parents review the information that is currently on file to make sure it is accurate and make necessary changes. *Online registration* is for families of students in the Class of 2017, 2018, and 2019. **The deadline is June 30<sup>th</sup> to avoid possible additional fees.**

#### How do I complete Online Registration?

Parents/guardians only have access to *online registration* *Skyward Family Access* using the parent username and password. **Use your personal computer**, anywhere with Wi-Fi access, **or come on campus at East** to use our computer lab on one of the advertised dates.

#### I lost my Skyward Family Access information, how do I get it?

Parents/guardians may contact Mr. Joshua Galvan, Morton East Parent Liaison, at (708) 780-4000 x 2009 or [jgalvan@ismorton.org](mailto:jgalvan@ismorton.org), or Ms. Alex Cerino, Assistant Registrar, at (708) 780-4000 x 2327 or [acerino@ismorton.org](mailto:acerino@ismorton.org). Students cannot complete online registration, and Skyward login/password requests must be from the parent/guardian.

#### How do I know if I need to verify residency for the 2016-17 school year?

- 1.) All future sophomores and juniors whose parents rent their home must show 5 proofs of residency on campus. Acceptable proofs of residency are available on campus and on the website.
- 2.) Any family who has moved or has a change in guardianship must bring acceptable proofs on campus. This can be done on the advertised dates or by appointment by contacting Ms. Alex Cerino at (708) 780-4000 x 2327 or at [acerino@ismorton.org](mailto:acerino@ismorton.org). It is recommended that changes in address be completed prior to completing *online registration* to avoid delays in processing the request.
- 3.) Any family who owns their home according to our files, and future seniors, do not need to prove residency, unless there were residency concerns this year. However, online registration must still be completed by June 30<sup>th</sup> to avoid additional fees.

What Health Records and documents are needed?

All students must submit the *Student Health Update* (yellow form) during in-person registration or prior to the first day of school in room 211. Students who need to submit emergency plans, physician orders for medication or building accommodations, or proof of the meningococcal vaccine must do so during in-person registration.

When can I visit the Bookstore and/or Cashier's Office to make purchases and pay fees for the 2016-17 school year?

The Bookstore and Cashier are open through the summer. Additional staff will be available during the advertised June registration dates for families wishing to make purchases or pay fees. REV TRAC will be available for online payments through the summer for families wishing to avoid lines in the building. Please inquire after July 10<sup>th</sup> for additional summer hours if you wish to make in-person payments or purchases. **Families must pay fees or make fee arrangements prior to August 10<sup>th</sup> to avoid possible late fees.**

When will I see my child's schedule for the 2016-17 school year?

Morton East will be running the master schedule during the summer months. Students may check Skyward prior to the beginning of the school year to view their schedule.

My family is new to District 201, and my child will be a sophomore, junior, or senior... When can I register my child?

Families that are new to District 201 must complete enrollment prior to registration. Please contact Ms. Alex Cerino at (708) 780-4000 x 2327 or [acerino@ismorton.org](mailto:acerino@ismorton.org) for an appointment. It is recommended that families make appointments early in the summer to ensure their child starts school on time. The first day of school for sophomores is Monday, August 15<sup>th</sup>, and for juniors and seniors is Tuesday, August 16<sup>th</sup>.



**For additional information:**

Morton East website:

[www.morton201.org](http://www.morton201.org)

Morton East Parent Liaison, Mr. Joshua Galvan:

(708) 780-4000 x 2009 or [jgalvan@ismorton.org](mailto:jgalvan@ismorton.org)

Morton East Operations Office:

(708) 780-4000 x 2326 or [eastoperations@ismorton.org](mailto:eastoperations@ismorton.org)