

Peotone School District Online Registration Instructions

The Peotone School District is using PowerSchool to allow parents/guardians to register their **current** students online. This process will result in substantial savings in paper and printing costs for our district and make the registration procedure much more convenient for our families. If you do not have a home computer, computers will be made available at the Connor Shaw Center, 212 West Wilson, Peotone, IL 60468. Please call (708) 258-0991 to make an appointment to use a district computer.

Step 1: Login to PowerSchool using the log on provided to you. The login area can be found by visiting our district website at www.peotoneschools.org and clicking on the "Click here to begin Registration Process" on the main screen. You should see a screen similar to the one below:

The screenshot shows the Peotone Community School District 207-U website. At the top left, contact information for the District Office is provided: Superintendent Dr. Donald A. McKinney, 212 West Wilson Street, Peotone, IL 60468, Phone: 708-258-0991, Fax: 708-258-0994, and an email link. The Peotone CUSD 207U logo is prominently displayed at the top center. Below the logo, the text reads "Peotone Community School District 207-U". A central box contains a "Welcome to Peotone Community School District 207U" message. Below this, it announces a "Regular School Board Meeting" on May 16, 2011 at 5:30 p.m. at the Peotone High School Media Center. It states that registration begins on May 23, 2011, and provides a link to begin the registration process. Graduation dates are listed: PJHS Graduation at 7:00 p.m. on May 26, 2011 at the H.S. Gymnasium, and PHS Graduation at 7:00 p.m. on May 27, 2011 at the H.S. Gymnasium. The "Our Mission" section states that the district's mission is to provide a positive, safe, and nurturing environment where students can achieve their full potential with the collaboration of family, community, and staff. A left-hand navigation menu lists various district links such as Home Page, Board of Education, Superintendent's Office, Business Office, Curriculum Department, Special Services, Transportation, Staff, Parents, Students, District Calendar, School Calendar, Employment, and Buildings & Grounds.

You should then see a screen like the following. Click the link to start the registration process.

The screenshot shows the Peotone Community School District 207-U website registration page. The header includes the same contact information and logo as the previous page, but the title is "District Office - Registration". The left-hand navigation menu is identical. The main content area is titled "Enrollment Procedures" and contains a section for "Is your child new to the district?" which states that families of Kindergarten students and all families new to the district must visit their school's main office in person to show proof of residency in order to enroll. Below this, there is a "Registration" section with a sub-section for "On Line Registration". It explains that for those already enrolled in District 207-U, letters with registration information are sent out in mid-May with usernames and passwords, and instructions for how to perform on-line registration can be found below. A note states: "*Please read instructions all the way through before registering online." Two links are provided: "Click here for On Line Registration Instructions" and "Click here to go to On Line Registration Page".

Your screen should now be at the parent portal log in screen:

PowerSchool

Login

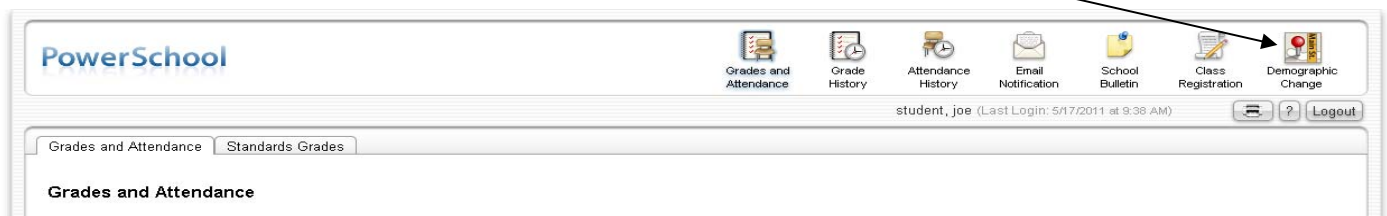
User Name

Password

[Having trouble logging in?](#)


Simply enter the User ID/User name and password from the letter dated May 16, 2011.

Step 2: After logging in, you will see a new icon named 'Demographic Change' in the upper right hand corner. Click on the icon and this will open the Demographic Update page.



Step 3: You will see various fields listed in the left column. The middle column lists the data (if any) that is already in our system. The right column provides the opportunity to update or add data for each field presented along with any requirements for the format

PowerSchool



student, joe (Last Login: 5/17/2011 at 9:38 AM)

Demographic Update

[Click to pay fees](#)

	On file with the school	Please make your updates
Name (last,first MI)	student, joe	If you make changes, please use the suggested formats.
Nickname/goes by		<input type="text"/>
Date of Birth	5/15/1998	<input type="text"/> mmm/dd/yyyy
Birthplace		<input type="text"/> NO PUNCTUATION
Ethnicity		<input type="text"/> <small>01-American Indian/Alaskan Native 02-Asian/Pacific Islander 03-Black/African American 04-Hispanic 05-White/Caucasian 06-Multiracial/Ethnic</small>
Home Phone		<input type="text"/> 000-000-0000
Guardian Email Address		<input type="text"/>
Pupil Resides With:		<input type="text"/> Both Parents / Mother / Father / Guardian
If guardian, indicate relationship		<input type="text"/> Grandparent / Aunt / Uncle / Sister / Brother / Non-Relative
Residency Status		<input type="text"/> Own / Rent / LiveWith / Homeless
Home Address	, IL	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>

After updating information for the fields listed, simply click the 'Submit' button on the bottom of the page.

Permission to release student Name/Photo to media	<input type="checkbox"/>	Yes or No
Permission to release student Name/Photo to internet	<input type="checkbox"/>	Yes or No
Include in school accident insurance	<input type="checkbox"/>	Yes or No
Private Insurance Carrier Name	<input type="text"/>	
Permission for student to use internet resources	<input type="checkbox"/>	Yes or No

[Submit](#)

[Update Student Health Info](#)
[Update Student Transportation Info](#)
[Update Student Virtual Backpack Info](#)
[Update Student Home Language Info](#)

After submitting, the following screen will display:

PowerSchool

[Grades and Attendance](#)
[Grade History](#)
[Attendance History](#)
[Email Notification](#)
[School Bulletin](#)
[Next Years Schedule](#)
[Demographic Change](#)

student, joe (Last Login: 5/17/2011 at 9:38 AM) [Logout](#)

Changes Recorded

The changes have been recorded.

[Submit](#)

[Update Student Health Info](#)
[Update Student Transportation Info](#)
[Update Student Virtual Backpack Info](#)
[Update Student Home Language Info](#)

Step 4: Click on the Demographic Change icon at the top of the page. Then, click on the 'Update Student Health info' link at the bottom of the page. All information on this page must be completed.

Health Update

Health information MUST be updated every school year. This update will apply for the 2011-2012 school year.

Name (last,first MI)	On file with the school	Please make your updates
New to CUSD 207U?	No	<input type="checkbox"/> yes or no
Does your child receive special education services?		<input type="checkbox"/> yes or no
Chronic Health Conditions:		
Asthma		<input type="checkbox"/> yes or no
Seizure Disorder		<input type="checkbox"/> yes or no
Diabetes		<input type="checkbox"/> yes or no
Skin Condition		<input type="checkbox"/> yes or no
OCD		<input type="checkbox"/> yes or no
ODD		<input type="checkbox"/> yes or no
ADD		<input type="checkbox"/> yes or no
ADHD		<input type="checkbox"/> yes or no
Depression		<input type="checkbox"/> yes or no
Anxiety		<input type="checkbox"/> yes or no
Heart Condition		<input type="checkbox"/> yes or no

This includes the name of the person filling out the form as well as the date filled in. Click submit.

MY CHILD HAS NO MEDICAL CONCERNS	<input type="checkbox"/>	true or blank
Participate in weekly fluoride rinse program (grades 1 thru 4)	<input type="checkbox"/>	yes or no
Name and date REQUIRED:		
<p>* I understand that routine head lice checks are performed during the year.</p> <p>* I understand that routine vision and hearing screenings are performed during the year according to state guidelines.</p> <p>Please notify the school nurse if there are any changes in your child's health during the school year. Information on this form will be available for your child's teacher(s) to review. All medication must be brought to the office by a parent/guardian. A medication consent form is required to be completed by your physician and approved by the school nurse. The school does not provide any medications. This includes epi-pens and inhalers.</p>		
Parent/Guardian Name	<input type="text"/>	
Date	<input type="text"/>	mm/dd/yyyy
<input type="button" value="Submit"/>		

Step 5: When you received the changes recorded screen, click on 'Demographic Change' icon and scroll to the bottom. Click on the 'Update Student Transportation info' link. All information on this page (including name and date) must be filled in for each school year. Click submit.

Transportation Update

Transportation information MUST be updated every school year. This update will apply for the 2011-2012 school year.

Name (last,first MI)	On file with the school	Please make your updates
student, joe		If you make changes, please use the suggested formats.
MORNING: How will student get to school?		<input type="text"/> Walk or ride bike / Be driven / Take Assigned Bus / Other
If other, please explain		<input type="text"/>
AFTERNOON: How will student get home from school?		<input type="text"/> Walk or ride bike / Be picked up / Take Assigned Bus / Other
If other, please explain		<input type="text"/>
Name and date REQUIRED:		
Parent/Guardian Name	<input type="text"/>	
Date	<input type="text"/>	mm/dd/yyyy
<input type="button" value="Submit"/>		

Step 6: When you received the changes recorded screen, click on 'Demographic Change' icon and scroll to the bottom. Click on the 'Update Student Virtual Backpack info' link. Simply tell us if you need to continue to receive paper flyers and enter your name. Click submit.

Virtual Backpack Update

We are pleased to announce that Peotone CUSD 207U has implemented a new "green approach" for distributing information. Our district website: www.peotoneschools.org now offers a link known as the "virtual backpack" where you will find newsletters, non-profit flyers, brochures, etc. This electronic link will have information right at your finger tips. This will replace sending information home through a student's backpack. To assist families without internet access, we will make sure your son/daughter receives a hard copy of all documents. Please enter 'yes' or 'no' in the field below. 'Yes' would mean you need us to continue to send paper copies and 'no' would mean you will be viewing the virtual backpack online.

The 'Virtual Backpack' icon is located on the district home page as well as each school's home page.

Name (last,first MI)	On file with the school	Please make your updates
student, joe		If you make changes, please use the suggested formats.
Continue to receive paper copies?		<input type="checkbox"/> Yes / No
Name and date REQUIRED:		
Parent/Guardian Name	<input type="text"/>	
Date	<input type="text"/>	mm/dd/yyyy
<input type="button" value="Submit"/>		

Step 7: When you received the changes recorded screen, click on 'Demographic Change' icon and scroll to the bottom.

Click on the 'Update Student Home Language Survey link. All information (including your name) must be filled in. Click submit.

Home Language Update

	On file with the school	Please make your updates
Name (last,first MI)	student, joe	If you make changes, please use the suggested formats.
Is a language other than English spoken in daily conversation in the student's home?		<input type="checkbox"/> Yes / No
If yes, what language?		<input type="text"/>
Does the student speak and/or understand a language other than English?		<input type="checkbox"/> Yes / No
If yes, what language?		<input type="text"/>
If yes, where was the language learned?		<input type="text"/> In a school or classroom setting / In a home setting / Other
If other, please specify		<input type="text"/>
Which language does the student use more often when speaking to his/her parents?		<input type="text"/> English or specify other language
Which language does the student use more often when speaking to his/her friends?		<input type="text"/> English or specify other language
Parent/Guardian Name		<input type="text"/>

Step 8: When you receive the changes recorded screen, click on 'Demographic Change' icon. Click on the link to pay fees.

PowerSchool

student, joe (Last Login: 5/17/2011 at 9:38 AM)

Demographic Update

[Click to pay fees](#)

	On file with the school	Please make your updates
Name (last,first MI)	student, joe	If you make changes, please use the suggested formats.
Nickname/goes by		<input type="text"/>
Date of Birth	5/15/1998	<input type="text"/> mmm/dd/yyyy

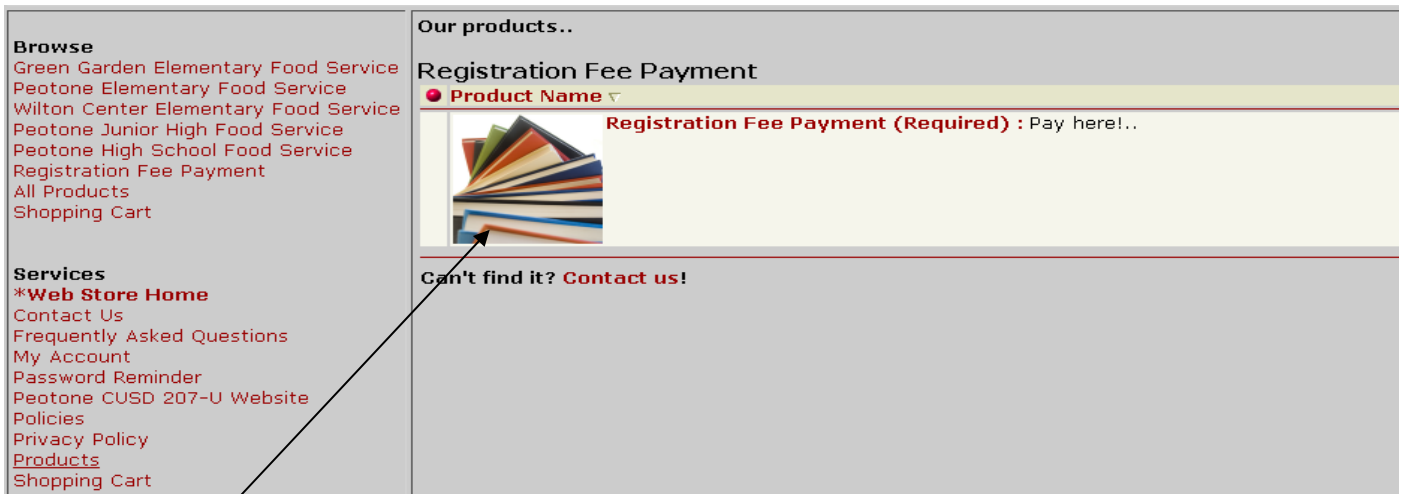
The Peotone School District continues to provide parents an **easy** and **convenient** way to pay school fees. Parents may pay with VISA or MasterCard credit or debit cards for these items on our new web store. Our web store accepts payments over the internet 24/7. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments. If you choose not to make a payment at this time, you can send a check or money order to the school or stop in the school office. Cash, check, money order is taken at each school office. Please note that the registration process is not complete until payment is received.

After clicking pay fees, this screen will display:

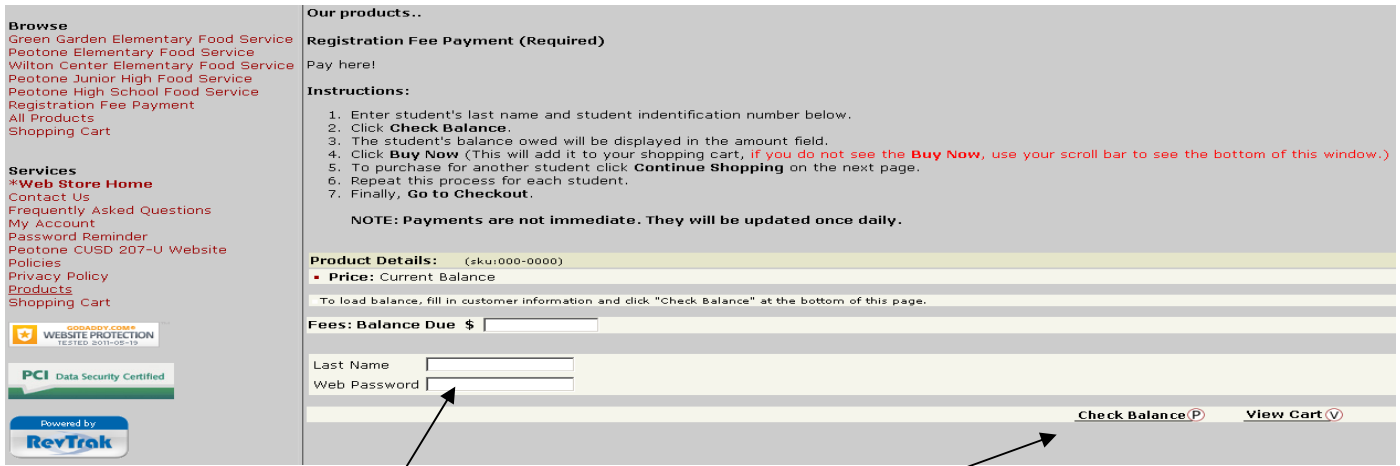


Step 9: Click the “Fee Payment” icon.

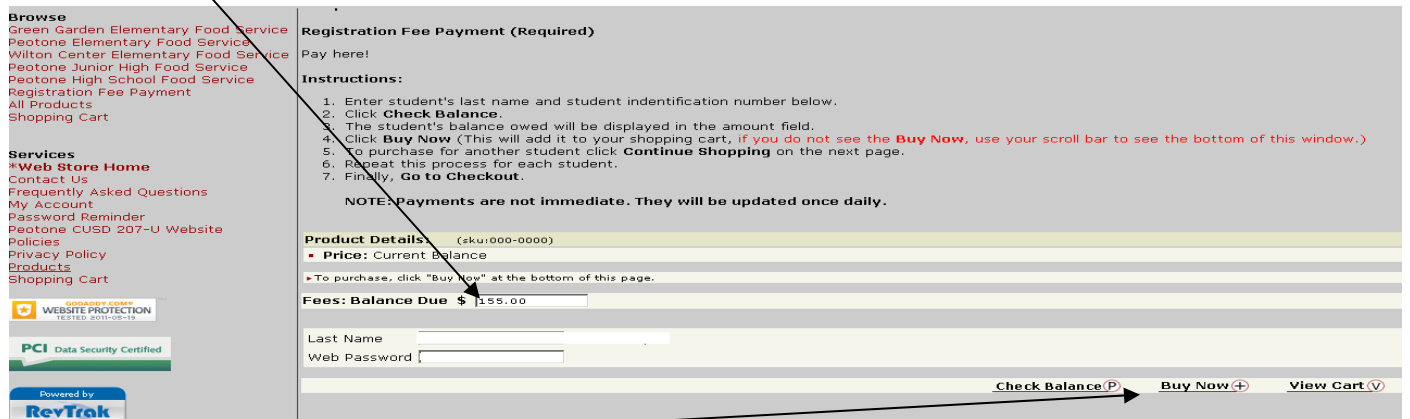
After clicking Fee Payment, this screen will appear:



Step 10: Click the “Registration Fee Payment” icon. After clicking Registration Fee icon, this screen will appear:



Enter your student's last name and password. Your web password is the same password provided from the letter dated May 16, 2011 and used to begin the registration process. Click the check balance icon. The balance due will appear in the fees due box.



Step 11: Click the Buy Now Icon.

After clicking Buy Now, this screen will appear:



Step 12: Click the Go to Checkout icon. After clicking Go to Checkout the following screen will appear:

Browse
 Green Garden Elementary Food Service
 Peotone Elementary Food Service
 Wilton Center Elementary Food Service
 Peotone Junior High Food Service
 Peotone High School Food Service
 Registration Fee Payment
 All Products
 Shopping Cart

Services
 *Web Store Home
 Contact Us
 Frequently Asked Questions
 My Account
 Password Reminder
 Peotone CUSD 207-U Website
 Policies
 Privacy Policy
 Products
 Shopping Cart

Your Shopping Cart
Web Store Customer

1. Enter your email address.
2. Select if you are a New or Returning Customer. (Returning customers must enter password.)
3. Click **Sign in using our secure server**.
4. Follow prompts to complete billing & payment information.
5. New customers will be prompted to create a password. This password is NOT issued by the school.

Credit/Debit Cards
 Please use any credit or debit card that has a Discover, Visa or MasterCard logo.
 For your protection, the web store does not retain credit card information.

Enter your email address:

I am a new customer
 (You'll create a password later)

I am a returning customer
 and my password is

[Sign in using our secure server](#)

Forgot your password? [Click here.](#)

Step 13: Enter your e-mail address and click Sign in using our secure server. Please select that you are a new customer.

After clicking Sign in using our secure server the following screen will appear:

Your Shopping Cart

Welcome to Checkout!
 Your address and phone number will be saved to your account.
 If you encounter an error, **DO NOT RE-PURCHASE** until you check for a receipt.
 Successful payments are instantly viewable on the [My Account](#) page.

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Registration Fee Payment (Required)	\$155.00	1	\$155.00
Student (Registration): Ryan Wenzel (ID: 160076)			
			Total: \$155.00
			Order Total: \$155.00

[RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:
 * Address 1: Address 2:
 * City or Province: * State / Country:
 * Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: * Password: [See Hints](#)
 * Please re-enter password:

Continue

*Required field

Step 14: Enter the required fields and hit continue.

The following screen will appear:

Step 15: Enter your billing and credit card information. When complete click "verify my info."

Your Shopping Cart

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Registration Fee Payment (Required)	\$	1	\$
Student (Registration):			
			Total: \$
			Order Total: \$

[RETURN TO CART](#)

BILLING INFO:

First Name: Last Name:
 Address 1: Address 2:
 City or Province: State / Country:
 Zip Code: Telephone:

PAYMENT INFO:

Credit Card Number: Cardholder Name:
 Expires: Month Year

[Cancel](#) [Verify My Info](#)

The following screen will appear:

Step 16: Verify the information inputted and click “complete order.” Print the receipt that appears for your records. The registration process is complete for your student.

The screenshot displays a 'Your Shopping Cart' interface. At the top, there are four steps: Step 1: ViewCart, Step 2: Order Info, Step 3: Payment (highlighted in red), and Step 4: Receipt. Below the steps is a table titled 'Shopping cart contents:' with columns for 'Price', 'Qty', and 'Total'. The table lists 'Registration Fee Payment (Required)' with a quantity of 1. Below the table, there are fields for 'Total: \$' and 'Order Total: \$'. A link '< RETURN TO CART' is visible. The 'BILLING INFO:' section includes fields for First Name, Last Name, Address 1, Address 2, City or Province, State / Country, Zip Code, and Telephone. The 'PAYMENT INFO:' section includes fields for Credit Card Number, Cardholder Name, Payment Type, and Expires. At the bottom, there are two buttons: 'Cancel >' and 'Complete Order >'. An arrow points from the text above to the 'Complete Order >' button.

Shopping cart contents:	Price	Qty	Total
Registration Fee Payment (Required)	\$	1	\$
Student (Registration):			
			Total: \$:
			Order Total: \$:-----

< RETURN TO CART

BILLING INFO:

First Name:

Last Name:

Address 1:

Address 2:

City or Province:

State / Country:

Zip Code:

Telephone:

PAYMENT INFO:

Credit Card Number:

Cardholder Name:

Payment Type:

Expires:

[Cancel >](#) [Complete Order >](#)

Please note that if you need to register multiple students, you will need to start the process from the beginning and register your next student.