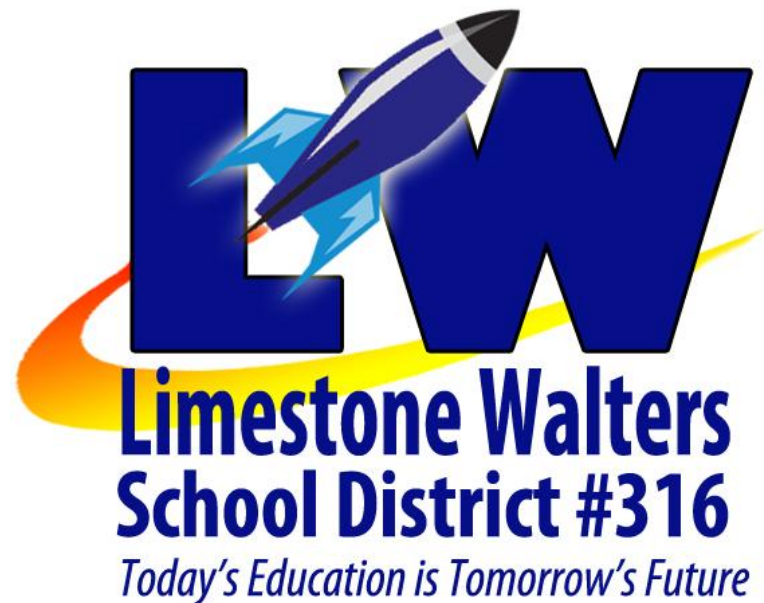


TeacherEase Parent User Guide: **Online Registration**

Limestone Walters School District #316
July 2017



Online Registration Overview:

Review Policies and Forms

Visit our registration webpage and review all of our policies and forms. www.limestonewalters.com/registration



Welcome Email

You will receive a welcome email on July 31st with a link to choose your password for your TeacherEase parent account.



Complete Registration Form(s)

You will see a link to online registration when you login to your parent account. An online registration form will need to be completed for each child.



View and Pay Fees

Review the fees assessed to your account and pay fees either in person or mail a check to the school office:

Limestone Walters SD 316
8223 W Smithville Road
Peoria, IL 61607

Important Notes:

- You cannot save as you go so please be sure to allocate enough time (roughly 10 minutes per child) to complete the online registration form.

Navigation Tabs:

The online registration process is comprised of a series of **TABS** which organizes the information. Once you access a tab, you must complete all of the mandatory fields (denoted by asterisk *) before you can go on to the next tab or review the previous tab.

The screenshot shows a navigation bar with six tabs: Student Information, Family Information, Emergency Contacts, Health Information and Authorization, Other Information, and Authorizations. The 'Student Information' tab is active. Below the tabs, a message reads: 'Please complete all student information fields.' A form field for '*Child's Birth Date' is visible. A validation error message box is open, displaying the text: 'www.teacherease.com says: Please enter a value for Health - Hospital. Please enter a value for Health - Doctor.' with an 'OK' button.

Navigation Buttons:

Please be aware that the **SAVE** button is programmed to not be active until you finish the last tab of the online registration process. When you click save you will be asked to provide a digital signature which is simply typing your full name and then you will submit the form.

Please be aware that the **BACK** button is programmed to **discard changes** and take you back to the online registration homepage. If you need to review tabs be sure to click the **PREV** tab.

The screenshot shows four navigation buttons: 'Save' (disabled), '<< Prev' (disabled), 'Next >>' (active), and 'Back' (active).

Step 1: Review Policies and Forms:

Please visit www.limestonewalters.com/registration and review all of the posted policies and forms.

2017-2018 SCHOOL REGISTRATION INFORMATION

ONLINE REGISTRATION



Through TeacherEase, our new student information system, we are implementing a new online registration process to make registering your child(ren) for school more efficient. The process is completely secure, will only take a few minutes per child, and can even be done from the comfort of your own home. **You will receive an email on July 31st** with information on how to access your TeacherEase parent account so you can complete the online registration process.

The designated online registration window will be open from July 31st through August 11th

ONLINE REGISTRATION PROCESS

Step 1: Review policies and forms

Step 2: Look for the welcome email and setup your parent account

Step 3: Complete registration form(s)

Step 4: Pay fees (In person for cash or via mail for check)

HELPFUL RESOURCES

Online registration user guide - coming soon!

POLICIES AND FORMS

<u>Policies and Information</u>	<u>Health Forms</u>	<u>Other Forms</u>
Photo Release Policy Truth in Residency Policy TeacherEase Parent Portal Policy Technology Acceptable Use Policy School Handbook <i>(Coming Soon)</i>	Overview of Exams and Immunizations Request to Administer Medicine Form Child Health Physical Child Health Waiver Dental Exam Dental Waiver Eye Exam Eye Exam Waiver	Sport's Physical Optional Student Insurance New Student - Auth. to Release Records Free/Reduced Lunch Application <i>(Coming Soon)</i>

FEES AND PAYMENTS

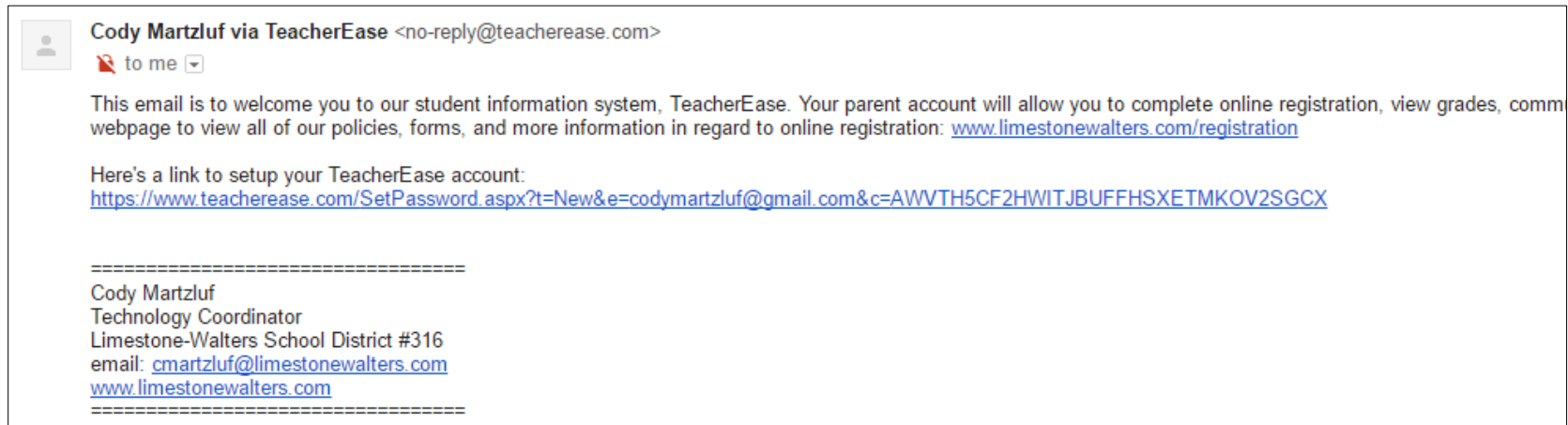
<u>Registration Fees</u>	<u>Lunch Prices</u>
<p>Technology Fee All grades \$60</p> <p>Supply Fees K - \$25 1 - \$25 2 - \$25 4-8 Art - \$4.50</p> <p>Shirt Fees K-4 orange field trip shirt - \$3 Jr. High activity polo - \$24</p> <p>Yearbooks Student yearbook \$15</p>	<p>Regular Student Lunch - \$2.25</p> <p>Reduced Price Lunch - \$0.40 <i>(You must fill out a free/reduced lunch application)</i></p> <p>A La Carte Milk - \$0.30</p> <p>Bottled Water - \$0.50</p> <p>Online Payments Coming Soon! You will soon be able to deposit lunch money online with a credit or debit card. We are hoping to offer this service in early September. Until then, lunch money must be on a separate check from all other fees.</p>

Step 2: Setup your TeacherEase Parent Account:

You should receive an email on July 31st with the subject line “Welcome to TeacherEase”

Cody Martzluf via Teache. **Welcome to TeacherEase** - This email is to welcome you to our student information system, TeacherEase.

Open the email, review the information, and then click on the link provided to setup a password for your account.



You will be prompted to create a password which you will need to type twice:

The screenshot shows a "Set Password" form. The title "Set Password" is centered at the top in blue. Below the title, the instruction "Please enter a password for your new account." is displayed. There are two input fields: the first is labeled "Password" and the second is labeled "Confirm Password". Both fields have a small person icon on the left. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Step 3: Complete Online Registration Forms (One Per Child):

- 1.) Login to your TeacherEase Parent Account (www.teacherease.com) using the password you selected.
- 2.) Look for the online registration link in the middle of the page under news feed

Parent Main

Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.

Quick Links

- Subject
- Assignments
- Grades
- Attendance
- Send Email
- Email Logs
- Fees
- Report Card
-
-

Feed

Online registration has been opened for the 2017-18 year

Show More

- 3.) Select "Continue registering existing student(s) (not started)", then click "Continue".

Register a new student(s) to the district

Continue registering existing student(s) *(not started)*

Student Name	Grade Level
A9thgrader, I am	9
A6thgrader, I am	6
A0Kindergarten, I am	K
A7thgrader, I am	7

Continue **Back**

4.) Click on the "complete form" next to your first child.

Online Registration


Please complete all the steps below to register your student(s) for the upcoming school year.

Student	Description	Complete
 Limestone-waiters School District CCSD 316	Complete Online Registration Form	complete form



[Back](#)

5.) Review and update information on the STUDENT INFORMATION tab and click next

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all student information fields.					
*Child's Birth Date			<input type="text" value=""/> 		
*Child's Gender			Male ▼		
*Ethnicity			Not Hispanic ▼		
*Race			Check all that apply: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
*Please enter your child's mother's maiden name.			<input type="text" value=""/>		
*Please enter your child's birth place - city and state.			<input type="text" value="Peoria IL"/>		
Please enter/verify your child's home address.			*Address 1 <input type="text" value=""/>		
			Address 2 <input type="text"/>		
			Address 3 <input type="text"/>		
			*City, State Zip <input type="text" value="Mapleton"/> <input type="text" value="IL"/> <input type="text" value="61547"/>		
Please enter/verify your child's mailing address.			*Address 1 <input type="text" value=""/>		
			Address 2 <input type="text"/>		
			Address 3 <input type="text"/>		
			*City, State Zip <input type="text" value="Mapleton"/> <input type="text" value="IL"/> <input type="text" value="61547"/>		
Please enter/verify your child's home phone and your child's cell phone number (If applicable).			Home Phone <input type="text" value=""/>		
			Cell Phone <input type="text"/>		
*Child lives with (Select One)			<input type="text" value=""/>		
If other, please specify:			<input type="text"/>		

6.) Review and update information on the FAMILY INFORMATION tab (parent/guardian info) and click next.


Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all family information.					
Custodial Parent/Guardian			Custodial Parent/Guardian		
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Name:	<input type="text"/>
Relationship:	<input type="text" value="Father"/>			Relationship:	<input type="text" value="Mother"/>
Address 1:	<input type="text"/>			Address 1:	<input type="text"/>
Address 2:	<input type="text"/>			Address 2:	<input type="text"/>
City, State Zip:	<input type="text"/>	<input type="text"/>	<input type="text"/>	City, State Zip:	<input type="text" value="Mapleton"/> <input type="text" value="IL"/> <input type="text" value="61547"/>
*Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>	*Home Phone:	<input type="text"/>
Other Phone:	<input type="text"/>	*Cell Phone:	<input type="text"/>	Other Phone:	<input type="text"/>
Employer:	<input type="text"/>			Employer:	<input type="text"/>
Can Pickup	<input checked="" type="checkbox"/>			Can Pickup	<input checked="" type="checkbox"/>
				Email:	<input type="text"/>


7.) Create emergency contacts in the EMERGENCY CONTACTS tab and click next.

* Click the "add emergency contact" button to add a new contact.

* Click the delete link to completely delete the contact.

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all emergency contact information.					
Add Emergency Contact 					








Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all emergency contact information.					
Emergency Contact Only delete					
Name:	<input type="text"/>	<input type="text"/>			
Relationship:	<input type="text"/>				
*Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>		
Other Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>		
Employer	<input type="text"/>				
Can Pickup	<input type="checkbox"/>				
Add Emergency Contact 					

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all emergency contact information.					
Emergency Contact Only delete			Emergency Contact Only delete 		
Name:	<input type="text"/> John	<input type="text"/> Doe	Name:	<input type="text"/>	<input type="text"/>
Relationship:	<input type="text"/> Grandfather		Relationship:	<input type="text"/>	
*Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>	*Home Phone:	<input type="text"/>
Other Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>	Other Phone:	<input type="text"/>
Employer	<input type="text"/>		Employer	<input type="text"/>	
Can Pickup	<input checked="" type="checkbox"/>		Can Pickup	<input type="checkbox"/>	
Add Emergency Contact					

8.) Complete fields on the HEALTH INFORMATION AND AUTHORIZATION tab and click next.

* Yes/No answer field

* Text box answer field

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all of the following fields.					
*HEALTH PROBLEMS Are there any health problems your child has that you feel the school should be aware of? (Enter NA if none)					<input type="text"/>
*ALLERGIES Please list any allergies your child has. (Enter NA if none)					<input type="text"/>
*MEDICATION Does your child need to take any medications during school? All medication, including prescription and non-prescription medication (cough drops, Tylenol, etc.) requires the submission of a completed REQUEST TO ADMINISTER MEDICATION FORM which is available on the district website or school office.				<input type="checkbox"/>	
*HOSPITAL Please list the name of the hospital of choice for your child:					<input type="text"/>
*DOCTOR Please list the name(s) of your child's doctor(s):					<input type="text"/>
HEALTH CONCERNS Does your child have any of the following health concerns? If you answer yes to any of the following we will have you fill out paperwork at a later time.					
*Asthma/Reactive Airway Disorder				<input type="checkbox"/>	
*Diabetes				<input type="checkbox"/>	
*Seizure Disorder				<input type="checkbox"/>	
*Severe Food Allergy				<input type="checkbox"/>	
*Any Other Life Threatening Disorder				<input type="checkbox"/>	

9.) Complete fields on the OTHER INFORMATION tab and click next.

** Based on your child's grade level, the information on this page may change.*

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
TRANSPORTATION INFORMATION					
*Will your child ever be a bus rider in the morning? <input type="text"/>					
Child will be picked up at: <input type="text"/>					
If other, please enter exact pick-up address: <input type="text"/>					
*Will your child ever be a bus rider in the afternoon? <input type="text"/>					
Child will be dropped off at: <input type="text"/>					
If other, please enter exact drop-off address: <input type="text"/>					
HOME LANGUAGE					
*Is a language other than English spoken in your home? <input type="text"/>					
If yes, what other language is spoken in your home? <input type="text"/>					
*Does your child speak a language other than English? <input type="text"/>					
If yes, what other language does your child speak? <input type="text"/>					
SPECIAL SERVICES					
*Has your child received special education services in the past? <input type="text"/>					
*Does your child have a 504 Plan? <input type="text"/>					
*Does your child have an IEP for academics? <input type="text"/>					
*Does your child have an IEP for speech? <input type="text"/>					
5-8 POLO SHIRT					
*All 5-8 students are required to purchase a LW polo shirt. These shirts will be worn on all field trips and by all members of Band, Chorus, Scholastic Bowl, Math Counts, Speech Team, and all sports teams during events. The cost is \$24.00.					
Does your child need a new LW polo shirt? <input type="text"/>					
KEYBOARD CONNECT					

For example, the 5-8 polo shirt question will only appear for children in grades 5-8.



10.) Complete fields on the AUTHORIZATIONS tab and click the save button.

** Based on your child's grade level, the information on this page may change.*

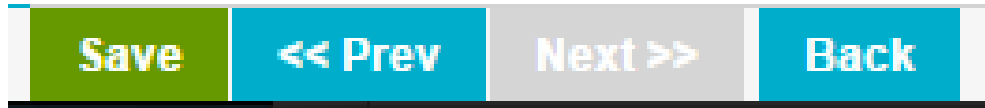
** Take note that the SAVE button is now green!*

Student Information	Family Information	Emergency Contacts	Health Information and Authorization	Other Information	Authorizations
Please complete all of the following fields.					
*TRUTH IN RESIDENCY					
By selecting "YES" I (parent/guardian) understand the district's TRUTH IN RESIDENCY POLICY and my child's home address is my legal residence. I (parent/guardian) agree to provide documentation of residency as stated in the policy. I (parent/guardian) hereby certify that said child is a bona fide resident of District 316. I understand that I am liable for tuition charges if it is determined that residency is not established within District 316 and that said child will be immediately barred from attendance in all academic programs and extracurricular activities unless the required tuition is paid.					
*STUDENT PHOTO AND VIDEO RELEASE					
By selecting "YES" I (parent/guardian) have read the "PHOTO RELEASE POLICY" and give permission to Limestone Walters School District #316 to allow my child to be photographed/filmed by district personnel, media outlets including newspapers or television stations; or other District authorized persons for the use of publicizing or promoting the school district. The publications and promotions of these events may occur by print or electronic media including websites.					
*STUDENT PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT AND PLEDGE					
By selecting "YES" we (parent/guardian and child) acknowledge reading the student handbook and understand all rules, responsibilities and expectations and agree to the following guidelines:					
We (parent/guardian and child) pledge to adhere to all school and school district rules, policies, and procedures.					
We (parent/guardian and student) understand that the student handbook and school district policies may be amended during the year without notice, and that the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the student handbook and to school district policies as soon as it is practicable. The student handbook is listed on the district's website.					
*PESTICIDE APPLICATION REGISTRY NOTICE					
Limestone Walters School practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.					
By selecting "YES" I (parent/guardian) would like to be notified two days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practical.					
*LOAN OF STUDENT TEXTBOOKS					
By selecting "YES" I (parent/guardian) hereby request the loan of secular textbooks in accordance with Public Act 82-469 of 1981. I understand that this request will remain valid so long as my son/daughter is enrolled in Limestone Walters School District #316 of Peoria, Illinois in Peoria County. I may at any time withdraw this request.					
*FIELD TRIP PERMISSION					
* By selecting "YES" I (parent/guardian) hereby give permission for my child to attend all scheduled field trips during the 2017-2018 school year. I understand detailed information regarding each field trip will be sent home in advance of the trip. Individual trip permission forms will not be required. I also understand and agree the following provisions:					
I understand that detailed information regarding each trip will be sent home with my child prior to the date of the field trip.					
I understand that all reasonable precautions will be taken to provide for the safety and supervision of my child/ward.					
In granting this permission, I hereby expressly waive any claim for liability against the Board of Education including its employees and representatives, and release them from all liability in connection with this trip.					
Further, I assume full responsibility for any damage to persons or property caused by my child/ward. I further expressly agree that in the event it becomes necessary, at the discretion of the sponsors, my child/ward may be returned home at my expense, or that it may be necessary for me to travel to the trip location to pick up my child/ward. I understand that I will be personally notified if such action becomes necessary.					
I further grant permission to the sponsors to provide medical treatment if necessary, either through administration of first aid or referral to a physician. To this end, I have provided all necessary insurance information below. I understand that in case of any serious medical problem every effort would be made to contact me, but failing that, I consent to the provision of such medical treatment as deemed necessary or advisable by a physician.					
It is further warranted that if this authorization is only filled out by one of two parents/guardians, it is with the authority of the other.					
*STUDENT TECHNOLOGY ACCEPTABLE USE POLICY					
By selecting "YES" we (parent/guardian and child) acknowledge reading the district's STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT and understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I (parent/guardian) accept full responsibility for supervision if and when my child's use is not in a school setting.					
*TEACHER/EASE PARENT PORTAL ACCEPTABLE USE POLICY					
By selecting "YES" I (parent/guardian) acknowledge reading the District's TEACHER/EASE PARENT PORTAL ACCEPTABLE USE POLICY and agree to the guidelines put forth by the district.					

Save << Prev Next >> Back



11.) Click on the green SAVE button



12.) Type your name to certify your digital signature and click the “submit form” button

Digital Signature and Submit Form ✕

By digitaly signing below, you are certifying that the information provided is true.
School officials may verify the information on the application.

Digital Signature:

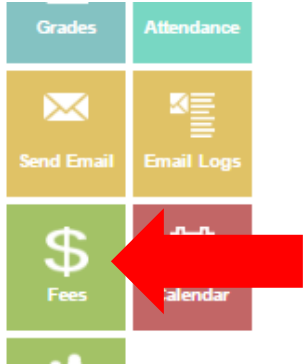
Signature Date: 7/10/2017

Submit Form **Cancel**

Repeat step 3 for each child

Step 4: View and Pay Fees:

1.) Login to your parent account and click on the “Fees” icon from your parent account home screen.



2.) You will have access to your child’s current lunch account balance and to your child’s current general (registration fees) account balance. To view a breakdown of registration fees, click on the word “General”.

Account	Balance (\$92.65)
<u>Lunch</u>	\$10.85
<u>General</u>	(\$103.50)

[Make Online Payment](#) [Back](#)

3.) If you wish to not purchase a yearbook or shirt/polo please notify the office, or if paying by check please include a note and the office staff will void the fee.

Date ↓	Category	Amount	Balance (\$103.50)
7/17/17	Yearbook	(\$15.00)	(\$103.50)
7/17/17	5-8 Polo	(\$24.00)	(\$88.50)
7/16/17	4-8 Art Fee	(\$4.50)	(\$64.50)
7/16/17	Technology Fee	(\$60.00)	(\$60.00)

[Make Online Payment](#) [Show Future Fees](#) [Back](#)

4.) If paying by cash, please stop by the school office between the hours of 8:00 AM to 1:00 PM. If paying by check, please write “registration fees” on the memo line and either stop by the school office or mail it to the school. **All fees are due no later than Friday, August 11th.**

Note: Checks for lunch money must be written separately from checks for registration fees and should have “lunch” written in the memo line. If you wish for your lunch check to be divided between multiple children, make a note of how you want it distributed.

REGISTRATION CHECK LIST & REVIEW

Please make sure you have done all of the following:

- Review policies & forms on our website**
- Set a password for your Parent Account**
- Complete all tabs of the registration process**
- Click SAVE when finished & type your digital signature**
- Repeat steps 3 & 4 for each child**
- Log back in to view your fees invoice**
- Write “lunch” or “registration fees” in the memo line of each check**
- Mail checks to LW or drop off payment in person no later than Friday, August 11th**