**BRIMFIELD #309 IS MOVING TO ONLINE**

**2021-2022 STUDENT REGISTRATION**

**Please read this document in its entirety before registering your student(s)**

All returning students who will attend Brimfield CUSD #309 schools for the 2021-2022 school year **MUST** register online. This includes all returning students who are registered at Brimfield CUSD #309 during the current school year. Incoming kindergarten students were registered at the kindergarten registration held on Tuesday, April 13th and Wednesday, April 14th, therefore you do not need to register your kindergarten student. If you missed kindergarten registration or are new student to the district, you will need to fill out new student registration forms. Please contact the office to set up a time to fill out forms at 309-446-3366.

Online returning student registration will open starting **Monday, July 5th, please follow the online registration steps below to register your student(s) from home. Repeat the steps for each student in your family.** We will have an in person registration on **Tuesday, July 13th from 10:00 am – 7:00 pm.** Computers will be provided to complete the online registration on July 13th, as well as the online Efunds payment; staff will be available to assist with registration, answer questions, collect paperwork (medical forms, etc.).

If your family was eligible for a free or reduced lunch status during the 2020-2021 school year, the system will automatically adjust the registration fees to reflect this status.  If you are not eligible now, but have a decrease in household income, become unemployed, or have an increase in household size, contact the cafeteria manager, Petrina Winkelmann, at 309-446-3349 or email [Petrina.Winkelmann@brimfield309.com](mailto:Petrina.Winkelmann@brimfield309.com)

**ONLINE REGISTRATION STEPS:**

To access the online registration portal please visit our website at [www.brimfield309.com](http://www.brimfield309.com), click on the quicklinks dropdown and select Skyward Parent Portal.

**If this is your first time logging into your Skyward account**: Your parent user name is your Firstname.Lastname (**not your students name)** - Your temporary password is your last name and the last 4 digits of your phone number on file with the school **(not your students or spouse’s name; not the last 4 digits of their phone number)**

**If you have set up and accessed your Skyward account before**: Your parent user name is your Firstname.Lastname – (**not your students name)** - Your temporary password is your last name and the last 4 digits of your phone number on file with the school **(not your students or spouse’s name; not the last 4 digits of their phone number**

**AS OF FRIDAY, MAY 28TH ALL CURRENT PASSWORDS FOR SKYWARD WILL BE RESET TO YOUR LAST NAME AND THE LAST 4 DIGITS OF YOUR PHONE NUMBER ON FILE.**

Once you have accessed your skyward account you should see a **FAMILY ACCESS page** with your student(s) names listed at the top. Below your student(s) will be listed individually with multiple skyward tiles/squares. Click on the tile/square named **RETURNING STUDENT REGISTRATION FORM**; follow the prompts. You will be asked to electronically sign and submit this form at the end.

After you submit the online returning student registration form click on the tile/square named **FEE PAYMENTS**. Once you have clicked on this tile/square you will see the fee amount listed for your student’s new school year. In the upper right hand corner click on the link to **Efunds** **Payment Link.** This will direct you to the **Efunds** payment section. Scroll down to the **Login** prompt on the left side. Click the Login button; you will see a welcome to **SKYWARD** page; click on **CLICK HERE TO SIGN IN**;

Under **what would you like to do** click **PAY FOR STUDENT FEES** and follow the prompts.

ADDITIONAL REGISTRATION MATERIALS

During the registration process, families will need to turn in the following items. Items may be turned in during the in person registration process or the first few weeks of school.

Depending on the student’s age, and regardless of if the student is new or returning, additional forms may need to be completed. These items also need to be turned in to the District Nurse:

Exam Requirements

* Preschool: Birth Certificate and Physical Exam
* Kindergarten: Birth Certificate, Physical, Dental and Vision Exams
* Second Grade: Dental Exam
* Sixth Grade: Physical and Dental Exam
* Seventh Grade: Physical Exam if participating in sports
* Eighth Grade: Physical Exam if participating in sports
* New students to the district: Nurse will notify you to discuss necessary paperwork

Children who experience specific medical conditions (ex. allergies, asthma, diabetes, seizure) or needs to take medication at school, will need to submit additional forms. Please speak to the school nurse or email lonna.sumner@brimfield309.com