

2017-2018 Merton Community School District Online Registration Guide

Online registration is open Monday, August 14th starting at 12:30 pm

Login: Remember to use Merton's Skyward Portal, here is the [link](#). You will need your Skyward Family Access login and password information in order to begin. If you do not have your information from last year, please use the **Forgot Login/Password link** (located under the sign in button) to request your information to be sent to your email address on file in Skyward. If you are new to our district and have not received an email or Skyward letter with this information, please contact the school office or Dawn Baumgartner at BaumgartnerD@merton.k12.wi.us

5th & 6th Band/Choir and Chromebook/Device Options: If your child is in 5th-6th Grade, you **MUST** complete **Arena Scheduling** first, before starting Online Registration. [Click here](#) for directions

- 6th Grade will choose your child's chromebook option (Buy (option with or without warranty), 3 payments over 3 years (with or without a warranty), or Bring Your Own Device) and pick if he/she wants to be in choir and/or band (you need to choose at least one).
- 5th Grade will choose your child's chromebook option (Buy (option with or without warranty), 4 payments over 4 years (with or without a warranty), or Bring Your Own Device) and pick if he/she wants to be in choir and/or band (you need to choose at least one).

Register for 2017-2018: Click on **Go to Online Registration for (child's name)**

Important steps to note:

- You must complete registration for each of your children.
- All steps need to be clicked on for each child.
- After completing a step, please click in the box **I have completed this step and continue to next step**. A green check will be next to the step when it is completed. When complete, please click **Submit Online Registration** (this is for each child)
- Online payment for all children in a family can be done during your final child's registration process. Since the convenience fee is charged by transaction, by paying for all children together there will be only one \$2.50 convenience fee charged. Update Fee Management and put a check in the fees that you want to pay.

Step - Verify student information -verify Student & Family information (changes in guardian email & phone numbers) & Emergency Contacts (changes are not immediate). Alert/Emergency information (critical **health** related issues the school/staff should know about) and Health information notes (other information, if any, which may be helpful for the school/staff to know about) - please email our school nurse, Gayl Ward at WardG@merton.k12.wi.us. Any changes in home phone or address, please contact your school administrative assistant (Intermediate School: Barb Emmerich at EmmerichB@merton.k12.wi.us and Primary School: Melissa Smith at SmithM@merton.k12.wi.us

Step - Skylert - Each guardian can have his/her own notifications. This is our emergency, attendance, and general notification system. Within this section you can choose how you would like to receive your notifications. It is highly recommended that you sign up for this service. This is the district's most efficient way of communicating timely information out to families.

Step - Media usage - To opt-out, please print out this form, sign it, and send it to the school office. **This needs to be filled out each year that you opt out.**

Step - Food service Free & Reduced Application Process - If you do not need financial assistance for payment of lunch fees, please click on the link, then close the window or tab to proceed. If you need assistance, please click on the link and it will take you to our website where you will find the directions (**new this year**). All information is kept confidential.

Step - Link to Merton Parent Teacher Organization (PTO): Can you volunteer a few hours of your time to help our school? Click to choose the opportunities where you'd like to lend a helping hand. Please close the link to proceed when finished.

Step - Link to make a donation to PTO: This past year, we donated \$40,000 toward the library renovation at the Primary School. In total, donations to the schools exceeded \$50,000 with your support. Please consider

donating again. Don't forget we are a 501(c)3 and most companies will match your donation. Optionally, checks made out to Merton PTO can be turned in during Back to School Night. Please close the link to proceed when finished.

Step - [Link to MAA](#) -Link to the Merton Athletic Association webpage.

Step - [Link to Network Photography School Picture Form](#) - Provided is a link to the printable forms for parents to use on **picture day (August 30th during Open House)** Pictures can be taken at either school.

Step - [Link to Network Photography](#) - Link to the Network Photography website where parents can go online to pay for their photos ahead of time or you can pay by check at Open House.

Step - [Registration fees, food service payment, and optional items](#) - This step needs to be clicked on for each child, but an online payment can be completed for all children in a family, during the final child's registration process, incurring only one transaction fee. In addition to registration fees, you can also add to your cart any Optional Items (calculator &/or science goggles) and Food Service Payment (family account). Optional items will be distributed at the Merton Back to School Night on August 30th. (If you do not select these items they will be deleted from your account in September - in Fee Management only select the fees you want to pay.) Online payment is preferred, but if paying by check, please turn into either school office by September 1st. Please make it payable to Merton School.

Final IMPORTANT Step - [Complete the Registration](#) - for your child for the 2017-2018 school year. **You need to click the Submit Online Registration to finish for each child.** If you have additional children, please proceed by choosing their name. A confirmation email will be sent to you with the registration information.