To begin online registration, go to the School district website: [www.wc235.k12.il.us](http://www.wc235.k12.il.us)

Click on the Skyward link at the top of the page.

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On the next page under Skyward Access.

Click on Skyport under Student, Family, and Teacher Access. This link will take you to your login page.

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Type in your Login ID and Password.

If you do not have a login and password or have forgotten your information.

Please contact: [torrance-connie@wc235.k12.il.us](mailto:torrance-connie@wc235.k12.il.us)

If you receive a pop-up box, just click “Retry,” and you will get to the next page.

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Click the Blue link titled 2020-2021 WC School Registration. Your child’s names will appear in a small box. Click on the student you want to register.

You will register each child separately.
Step 1a (Required): Verify Student Information
Make any changes/updates in the pre-populated boxes. Remember this is information on the student.

Click the bottom box to move on to the next step.

Notice as you complete each step, a green check mark appears next to the completed step.

If you do not see a button to go to the next step on any step. Try maximizing your computer screen.

Step 1b (Required): Family Address
Complete and make any changes/updates.

Click the bottom box to move on to the next step.

Step 1c (Required): Family Information
Complete and make any changes/updates.

Click the bottom box to move on to the next step.
Step 1d (Required): Emergency Information
Please type in any critical alert information (example: asthma, allergies, etc.)
Please also fill in your physician name. Dentist, hospital, insurance, and policy areas may be completed, but are not required.
Click the bottom box to move on to the next step.

Click the bottom box to move on to the next step.

Step 2 (Required): Verify Ethnicity/Race
Click the appropriate boxes.
Read the information provided and click on continue.
Mark the appropriate boxes.

Click the bottom box to move on to the next step.

Step 3 (Required): Food Service application. Follow the directions outlined on the form.

Click on: Add Food Service Application to complete a form or

Click on: I do not qualify for benefits or do not wish to complete an application

Click the bottom box to move on to the next step.

Step 4 (Required): Insurance Waiver

Follow the directions outlined on the form. You may wish to view this form full screen. The option to view the full screen is in the upper right hand corner. You will need to exit full screen to go on to the next step.

Click the box to move on to the next step.
Step 5 (Required): Handbook Acknowledgement

Follow the directions outlined on the form. You may wish to view this form full screen. The option to view the full screen is in the upper right hand corner. You will need to exit full screen to go on to the next step.

If you need a printed copy of the handbook, remember to contact your respective school.

Click the box to move on to the next step.

Step 6 (Required): Student Pics on the Web
Complete form.

Click the bottom box to move on to the next step.

Step 7 (Required for Grades 6-12): Random Drug Testing
Complete form.

Click the bottom box to move on to the next step.
Step 8 (Required): Field Trips
Complete form. Click the bottom box to move on to the next step.

Step 9 (Required Grades K-12): Chromebook Insurance
Complete form. Click the bottom box to move on to the next step.
Step 10: Jumpstart Registration for 6th and 9th graders

Click the bottom box to move on to the next step.

Step 11: Parking Registration (HS only)

Follow the directions outlined on the form. You may wish to view this form full screen. The option to view the full screen is in the upper right hand corner. You will need to exit full screen to go on to the next step.

Middle School Students will also have a form to complete within this process that indicates their interest in Band and/or Chorus.

Click the bottom box to move on to the next step.
Step 12: Athletic Acknowledgement/Consent (Grades 6-12)

Follow the directions outlined on the form. You may wish to view this form full screen. The option to view the full screen is in the upper right hand corner. You will need to exit full screen to go on to the next step.

Click the bottom box to move on to the next step.

Step 13: Connect Ed (Only if you are making changes for the 2020-2021 School Year)

Click the bottom box to move on to the next step.
Step 14 (Required): Fees Acknowledgement

Click the bottom box to move on to the next step.

Step 15 (Required): Elect Hybrid or Remote Learning

Please read and answer with one choice.

Click the bottom box to move on to the next step.

Step 16 (Required): Transportation

Please read and answer with one choice.

Click the bottom box to move on to the next step.
Fee Sheets/Fee Management Instruction through Family Access:

1) Login into Family Access through Skyward. This step must be done on a computer as the process will not work with a phone.

2) Once in Family Access, select the tab that says "Fee Management". This screen will show any fees that are owed and what payments have been applied to your account.

If you have any questions or need assistance with the process, you can email Jaime Shultz at shultz-jaime@wc235.k12.il.us.

Instructions on how to pay fees online:

1) Go to our District webpage www.wc235.k12.il.us. At the top of the page you will need to click on E-Pay (Jet Pay) tab. This will take you to the Illinois E Pay webpage. Here you can either create an account by following the instructions or make a one time payment.

2) If making a one time payment you will need your student’s Family ID number. The Family ID number can be found in Skyward Family Access/Family Information/View StudentName Information. If you need further assistance with this number please contact your student’s building office.

3) After you have your student’s ID number, complete the remainder of the information that is requested, select what fees you are paying for, and add the items to your cart.

4) The next step will be to enter your payment information.

5) Once completed you will receive a confirmation email of your payment. Please allow 2-3 days for any payments posted to your student’s account.

Payment Methods:

1) Debit/Credit Card- online payment
2) Checks can be mailed to West Central School District, Attention: Jaime Shultz, 1514 US Route 34, Biggsville, IL 61418