

## Online Registration Information

8/11/20

Good Afternoon Lincoln Families!

I'm sure you have all heard by now that we will begin the school year in remote learning. Obviously, this is not how we wanted to start the new school year, but we also want to make sure that everyone remains safe and healthy.

More information will be shared with you regarding the remote learning schedule, student expectations, and attendance and grading procedures in the near future. This information will be sent to you via Class Dojo and TeacherEase so please check your email and dojo app often. You can also find information on the district's website (sd170.com) or by calling the school office.

### **District 170's online registration is now open.**

In order to access your account on TeacherEase, you must have a proper working email on file with the school. If you do not have an email in TeacherEase or have never accessed the parent portal of TeacherEase, please notify the school office at 708-756-4833. The school secretary can help you get set-up with your new account.

### **To complete online registration, follow these steps:**

Log into your TeacherEase account ([www.teacherease.com](http://www.teacherease.com))

Click "Online Registration" at the top of the screen

Complete the listed steps (6 tabs) and be sure to click submit

### **The simple online registration process includes the verification of student information and the updating of emergency contacts. Forms that must be completed are:**

Safe photo digital form

Authorization of Electronic Network Access

Structural Pest Control

Registered Sex Offender

Health Alert Form

Prescription Drug Form

Consent to Bill Medicaid

Residency Verification Form

Once completed, each of the above forms must be submitted to your home school along with the payment of all fees on residency verification days.

Several computers will also be set up at Lincoln that you can access to complete the online registration in the event that you do not have a device at home.

Once your online registration has been completed, you can then sign up for an appointment to come in to the office with your required proofs of residency, health documents, physicals, etc. Appointments are set up in 15-minute increments with 10 minutes in between each appointment to disinfect the office counter and plexiglass shields. You are being asked to make an appointment for proof of residency so all social distancing guidelines are met. **Only one parent/guardian will be allowed in the office at a time.**

**To make an appointment (after your online registration has been completed):**

Go to [www.sd170.com](http://www.sd170.com)

Click the top tab "Schools"

Scroll down to Lincoln

Once on Lincoln's website, you can click the link for Signup Genius

Choose a date and time for your preferred appointment

Click save or submit

**\*\*** If you are in need of an evening appointment, please contact the school office and we will make every attempt to accommodate you.

As always, if you have any questions or need additional help with the online registration process, signing up for an appointment for proof of residency, or any other questions, please do not hesitate to contact the school office at 708-756-4833.

We truly appreciate your cooperation and patience as we navigate through the start of the school year!

Thanks!

Cara Pastere, Principal