

ONLINE RETURNING STUDENT REGISTRATION INSTRUCTIONS For the 2021-22 School Year

If you have more than one child attending Woodland District 50, you will need to repeat this process for each child.

1. Go to the Woodland District 50 website at www.dist50.net.
2. Links at the top right corner of the district home page click on “Family Access”.
3. Log into “Family Access” using the Family Access Login and Password.

(*If you need login information please submit request to AccessHelp@dist50.net.)

4. Select your child’s name to start the Student Re-Registration process. You need to complete this process for each child attending Woodland School District.
5. The screen will display “District Message”, containing information about the re-registration process for your child for the upcoming 2021-2022 school year.
6. On the right side of the screen, a step-by-step process will display for re-registration. Click on box at bottom of list labeled NEXT to continue. Each step will have a check mark (√) after completion of each step.
7. To move from one-step to the next, you must click on the box where it states “Complete Step _ Only”. Then CLICK 'NEXT STEP' LOWER RIGHT CORNER TO CONTINUE or steps will not become active to enter information.

The process involves 11 steps allowing you to verify your child(s) student records information for next school year.

- **Step 1: Instructions** - Screen will display the instruction process. You must open and close this page, even if you don’t print it. Click the box “Complete Step 1 Only” to continue.
- **Step 2: Verify Student Info** – This involves 5 sub-steps(2a,2b,2c,2d,2e) to complete. This step updates information regarding your child’s demographics information, family, emergency contacts, and health information. An edit option will appear at the end of each step to allow you to make corrections if needed. Click the box “Complete Step 2a Only” to continue thru each sub-step.
- **Step 3: Bus Information** – Complete the transportation information only if your child will be traveling to or from any type of childcare at a different location. Otherwise, a bus stop will be the home address. Enter childcare provider information, address, and phone number. NOTICE option “View Full Screen” to view all entry fields. Click the box “Complete Step 3 Only” to continue.
- **Step 4: Handbook Document** -- Electronic copy of Parent/Student Handbook, link to view and/or print copy. click the box “Complete Step 4 Only” to continue.
- **Step 5: Parent/Student Handbook Acknowledgement** – Read acknowledgement and choose “Yes” in drop-down box to signify your electronic signature. click the box “Complete Step 5 Only” to continue.

- **Step 6:** Concussion Management Protocols Document – Policies, Procedures on Student Concussions Protocols documents, link to view and/or print copy, click on Complete Step 6 Only to continue.
- **Step 7:** Concussion Protocol Acknowledgement – Acknowledgement and consent by electronic signature. Click on Complete Step 7 only to continue to the next step.
- **Step 8:** Make Fee Payment Now – Fees displayed are for the upcoming school year (2021-22). Fees can be paid any time between now and the first day of the 2021-22 school year. Fee Waiver forms will be available after August 1, 2021. Even if no payment is made today, Click on box to mark “Complete Step 8” to continue.
- **Step 9:** Make Food Service Payment Now – Payments made here will be available for both the current and upcoming school year. Remaining balances will carry over to the 2021-22 school year. Click the box “Complete Step 9 Only” to continue.
- **Step 10:** (NEW for 2021-22) Proof of Residency Documents –District requires the following:
 - *HOMEOWNERS - *Must provide any two of the following documents:*
 - Current property tax bill, Mortgage statement, Current gas, electric, water, cable or home telephone bill (NO CELL PHONE BILLS), Voter registration card, vehicle registration with current address Homeowner’s insurance policy, Driver’s license, Illinois State ID card or Matricula card with current address listed.
 - *LEASE HOLDERS / RENTERS - *Please provide the following:*
 - Current signed and dated lease agreement or lease renewal with ALL occupants listed. Apartment complex manager’s letter confirming residence/address.
 - AND two of the following documents:**
 - Gas, electric, water, credit card bill, cable or home telephone bill (NO CELL PHONE BILLS)
 - Voter registration card or vehicle registration with current address listed, Renters’ insurance policy, Driver’s license, Illinois State ID card or Matricula card with current address listed, Current Public Aid card

NOTE: PARK CITY/ZEMAN MOBILE HOMES: Non-homeowners must provide a letter from the management office stating your family is allowed occupancy for the address within the district.
- **Step 11:** *FINAL STEP* Your screen will display a summary page of completed steps for the re-registration process. Green check marks will appear on the right of the screen next to each completed step. You must click on Submit Student Re-Registration box at the bottom of the screen.***

Congratulations! You have completed the steps necessary for our returning student registration process. If you have more than one child to register, please refer back to the top of this page.

Any changes that you have requested, will be accepted or denied by the Registrar’s Office. You will receive notification via Family Access or Email if the requests are denied as well as a reason why. Please look for the “ALERT” button if your request is denied.

Thank you for completing the Returning Student Registration Process.
Woodland School District 50 – “Learning... to find Solutions”