

Online Registration Tips

All Buildings

- ❖ **Purchasing Additional Items** - When you are ready to checkout with Revtrak, you can select **CONTINUE SHOPPING** to see what items are available for each building. Items such as PE locks, PE clothes, calculators, yearbooks, etc. Each building offers different items, so please select the appropriate building. *Be sure to print your receipt so you have proof of payment when you pick up your items.*
- ❖ **Allow Publication of Student's Name For:** - This question is under the "student information" section. If you would like your student's name/photo to be used for the various places listed, please select YES. You can click on the ? mark to read the details of each option. Please read these descriptions so that your child's name/photo can be used in the website, newspaper, etc. if you want it to be.
- ❖ **Completing Each Step** - In order to complete each step and move onto the next, you must complete everything on that page. In some instances, there is simply a link to view a student supply list or useful forms. In order to move on, you must click the link to open these documents. Depending on your browser, you may need to select the option to "open in a new window" to ensure that you are not kicked out of the registration process.

High School

- ❖ **Senior Diploma** - On this page of the registration process, make sure that you type your child's name EXACTLY how you want it to appear on their diploma.

- ❖ **Senior Meningitis Shot Information** - The state now requires a meningitis shot before entering 12th grade. Please make sure this is completed before the first day of school. You can check your Skyward messages for a letter from the school nurse that was posted in May.

- ❖ **Juniors/Seniors Parking Sticker** - In order to pay for your parking sticker, simply enter your car's information on the designated page. When you checkout with Revtrack, you can pay for the parking fee. You will then need to print out your receipt and come to the office to pick up your sticker. If you entered the *parking lottery* at the end of the school year, enter your car information, but you will NOT need to pay during checkout as you have already paid.

- ❖ **Hold List** - When you pay registration fees online, be sure to check to see if student has any holds applies to their account. If they have library, cafeteria, or textbook fees that were not paid before school ended last year, these will be included. These must be paid along with your registration.

- ❖ **Other Payments** - Band, drivers ed, and student IDs are all included along with the registration and fines on the hold list. In order to pay all that is due for registration, be sure to select each item.