

## 2023-2024 Ewing Grade School Registration

[Online Registration/ Lunch Payments](#)

[Yearbook/Picture Company – Pay online](#)

[Document Upload](#)

**ALL registration can be completed online! No need to come to school during registration!**  
**Student agenda books will be passed out the first week of school!**

**If paperwork and fees still need completed, please attend one of the three registration dates to finish your child's registration.**

Parents will be able to register students by using the parent portal. The parent portal link is located on the main page of the Ewing web site ([www.ewinggradeschool.org](http://www.ewinggradeschool.org)). If you know your parent portal username and password, you may access the online registration form at any time starting **July 17, 2023**. If you do not have a parent portal password, please contact the school at 618-629-2181 with your email address. A welcome email will be sent, via Teresa Thompson/TeacherEase that provides a link to establish a parent portal password. At that time, you may log in and begin registration. Please note, the District will not be mailing registration packets. If you do not have access to an electronic device to complete the online registration, there will be devices available at the school office during the registration dates listed below.

### Registration Day

**Thursday, July 27, 2023**

**8:30 AM – 3:30 PM**

### Pre-K Registration

**(paper registration only)**

**Monday, July 31, 2023**

**9:00-12:00**

### Registration Days

**Friday, July 28, 2023**

**8:30 to 2:00**

**and**

**Monday, July 31, 2023**

**8:30 to 5:00**

# Guide to Online Registration:

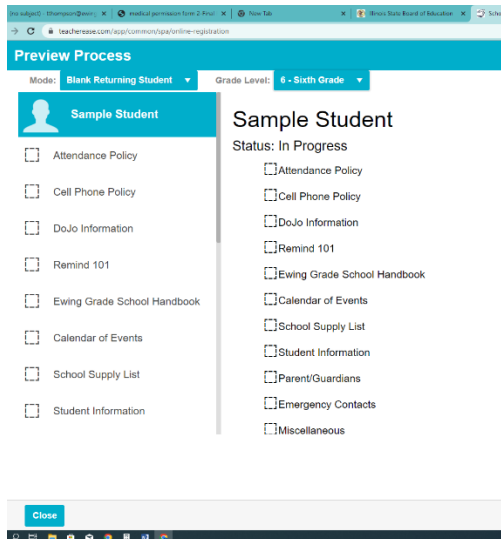
\*\* Registration must be completed for *each* student. \*\*

## Step 1:

- Go to [www.ewinggradeschool.org](http://www.ewinggradeschool.org)
- On the main page click on **2023-2024 Registration Link**
- Log into Parent Portal
  - The log in screen will load. You must know your username and password. (This is the same from last year or you created when you received a welcome email). The office does not have your username or password.) *If you do not have an account, please call the school office before registration day to set up your account.*
- Click on MISCELLANEOUS. In the drop down, click Online Registration. OR
  - In the **FEED** (center column at the top), click on online registration.

## Step 2:

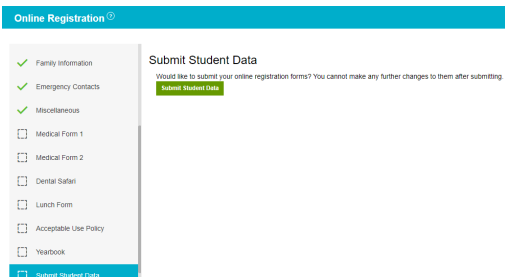
- Select new student or returning student
- The next screen will list each child assigned to the parent portal login on the left hand side of the screen.



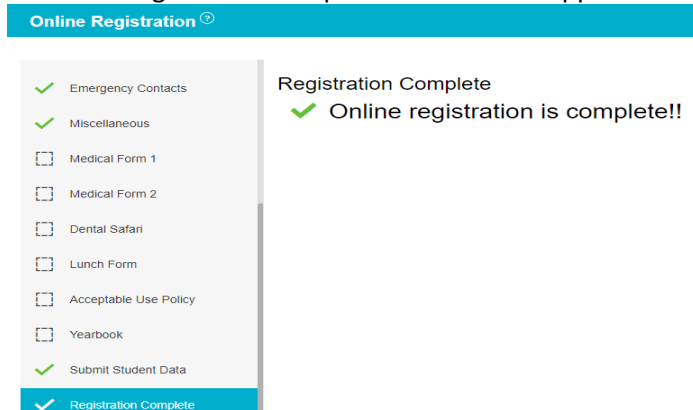
## Step 3:

- Student's name will appear at the top of the column.
- Click on the first link. This section will have informational documents. Each document is required to be viewed.
  - Attendance Policy
  - Cell Phone Policy
  - Dojo Information
  - Remind Sign up
  - Handbook
  - Calendar
  - School Supply List
- Click **Next Step** after viewing each section to continue to the next task.
- Starting with **"Student Information"** section- Information input will be required.
- If the student is returning, some information will be saved in the form, but please review to double check the information is current and accurate.

- There are **3 forms that are required** to be completed. (Medical Form 1 & 2, Lunch Form/Lunch Waiver)
    - **Download the forms, complete, and upload into the system. The documents are fillable PDFs, so complete and upload.**
    - Choose the Form to Complete: Federal/State Lunch Form **OR** School Lunch Waiver Form
      - **Federal/State Lunch Form**- Each household should **complete** the state lunch form.
        - (All Pre-K students must complete the State Form for SIU).
- OR**
- **School Waiver Form**- If you do *NOT* wish to complete the State Lunch Form, please complete the School Waiver Form indicating you are not applying for the Free/Reduced Lunch Program.
  - **Complete the form that works for your family and upload into the system.**
- There **are 2 forms that is optional** to be completed.
  - Dental Safari - This form is not fillable
  - Yearbook – Not a form, but you can follow the links to purchase a yearbook online.
- **ONLINE PAYMENTS!!!**
  - Registration payments can be completed online. Follow the directions on the screen and pay online.
    - Please Note: A convenience fee will be added to the transaction for online payments.
    - If you would prefer to pay cash, the program will not allow you allow you to complete registration. Please attend a registration day and the office can finalize the registration process for each student.
- Once all “tabs” have been completed a **Submit Student Data** screen will appear.



- **Click Submit**
- An online registration completion screen will appear for that student.



- A registration process must be completed for each child.
  - Continue with other children (if applicable). If not, log out! You are done!!!

- Pre-K Students
  - Pre-K has a **registration packet** that is required for the Southern Region program.
    - If you have a returning Pre-K student, and you want to complete the online registration please do. Please note, you will also have to complete the SIU Pre-K packet for Ms. Stephanie.

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**YEARBOOK COMPANY- Pay Online, NOT EGS!!**



- Complete the yearbook order form for each child **ONLINE** at the below link. Yearbooks will be paid for online through Iconik Studios for School Year 23-24 <https://www.iconikschools.com/yearbooks>.
- Each yearbook cost will be \$23.50 (optional).
- Yearbook ordering will be open all fall at the following link or QR Code.

Welcome to the Family!

**ICONIK STUDIO SCHOOLS**

QUICK TURN AROUND TIMES  
 RELIABLE CUSTOMER SERVICE  
 NO MORE FORMS, ONLINE ORDERING ONLY  
 QUESTIONS? CALL US! 618-842-9542

*Ewing Grade School*

**ORDER YOUR YEARBOOK TODAY!**

DON'T FORGET TO GRAB A YEARBOOK FILLED WITH ALL OF THE MEMORIES FROM THIS SCHOOL YEAR!  
 ESPECIALLY WITH OUR ONLINE ORDERING, BUYING A YEARBOOK IS EASIER THAN EVER.

**HOW TO ORDER:**

1. GO TO OUR WEBSITE [ICONIKSCHOOLS.COM](https://www.iconikschools.com) OR SCAN THE QR CODE
2. SELECT YEARBOOK ORDERING (AT THE TOP) AND SELECT YOUR SCHOOL NAME
3. FILL IN YOUR STUDENTS INFORMATION AND PLACE YOUR ORDER

QUESTIONS?  
 PHONE: 618-842-9542  
 EMAIL: [yearbook@iconikschools.com](mailto:yearbook@iconikschools.com)

\*ALL ORDERS MUST BE PLACED ONLINE AND YEARBOOKS WILL BE DELIVERED TO YOUR SCHOOL.

**On-site Registration Day Requirements (If not completed online):**

- Fees
  - *Book Rent/Technology Fee \$35.00*
  - Agenda Book \$4.00 (3<sup>rd</sup> - 8<sup>th</sup> grades)
- Proof of Residency (If needed) – Can be uploaded online.
- Lunch Forms: Every student **MUST** have a completed APPLICATION for Free/Reduced Lunch **OR** School Waiver Form.

Meal Costs: Breakfast \$1.50; Lunch \$3.20; Extra Milk \$.30

**REGISTRATION REQUIREMENTS FOR SPECIFIC GRADE LEVELS:**

**STUDENTS ENTERING KINDERGARTEN**

- ✓ School Physical
- ✓ Immunization Records
- ✓ Eye Exam Report
- ✓ Dental Exam Report
- ✓ Lead Risk Assessment

**STUDENTS ENTERING SECOND GRADE**

- ✓ Dental Exam Report

**STUDENTS ENTERING SIXTH GRADE**

(The school physical may also be used as the sports physical for that school year.)

- ✓ School Physical
- ✓ Immunization Records
- ✓ Dental Exam Report

**STUDENTS PLAYING SPORTS IN  
THE 23-24 SCHOOL YEAR**

- ✓ Sports Physical