

Dear Parents/Guardians:

Registration for the 2025-2026 school year will open on August 1, 2025. It will remain open through August 30th. Registration needs to be completed every year, for every child. We encourage you to complete it earlier rather than later. If you need any assistance, please contact the school office at 262-538-1360. The first day of school is Tuesday, September 2, 2025. [Directions to Register](#).

To complete online registration:

Go to your Skyward Parent Portal

<https://skyward.iscorp.com/RichmondWISuSTS/Session/SignIn?area=Home&controller=Administrative&action=Home>

- Each child will have a TILE labeled “**2025-26 Registration**”. Click on that tile and follow the prompts. *8th Grade Parents: You will have one extra tile to fill out labeled “8th Grade Release of Records”* **NOTE: ALL FAMILIES MUST COMPLETE ONLINE REGISTRATION! Repeat the process for each child.**
- **REMINDERS:** Please review/update all information (i.e. phone numbers, emails, and **ADD emergency contacts**).

RevTrak:

Once you have completed online fee payment for your child/ren, you will need to pay your fees online with RevTrak through your Skyward Portal, by September 2nd. To make a payment through RevTrak, click on the “Fee Payment” tile. The link for RevTrak is in the upper right-hand corner. The third-party vendor’s website opens in a new browser tab, which enables you to make the necessary payment. If you have any problems please contact the office.

Registration fees and Lunch Fees: (We are no longer accepting check or cash payments)

5K-8 - \$91 per child

5K-8 - \$55 Technology Fee per child (8th graders keep their Chromebook)

8th grade -\$10 Graduation fee, \$19 PreACT fee, \$6.00 Goggle fee

4K - \$45 per child

Fee payments are due August 18, 2025.

Lunch Fees: Any amount can be added to your child’s lunch account through RevTrak with the same process as paying your student fees. Elementary Lunch Fee \$3.20, Middle School Lunch Fee: \$3.45, Milk is free. AlaCarte: Fee per item

Athletics: No athletic fees or sign-ups are available at this time. More information will be communicated at a later date. (Athletic fee: \$80 per sport)

Back to School Night:

Date to Remember August 27, 2025, 3 pm to 6 pm: Supply Drop off and Photo Day, located in the gym. *NOTE*- We will have a Computer at this event to complete Registration Fee payments. **(We are no longer accepting check or cash payments)**

Pictures can be ordered online here:

<https://orders.schoolandspportpics.com/ordering>

Use the drop down menu to select your school name

Sign up for a picture time here:

<https://www.signupgenius.com/go/10C0D4DA8AB2EA3FAC16-57545729-mill>

- ☐ **First time attending School: Immunizations, including waivers, can be uploaded as a .pdf directly to Skyward upon registration.**

☐ **Incoming 7th graders: Immunization updates (Tdap & Meningococcal vaccines) along with any waivers, can be uploaded as a .pdf directly into Skyward upon registration.**

Skylert & Skyward Message Center:

Richmond School utilizes Skyward's Skylert system and Message Center to email general messages to families, including regularly sent parent communications. We also use this system to call all parents/guardians if school closes due to inclement weather or another emergency. To opt into text messages, text **HELP** to **67587** or **68453**. Standard message and data rates may apply. You can opt-out at any time by texting STOP to 67587 or 68453.

Transportation Information: Drop off/Pick up and bussing information can be found [here](#).

We look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, reading "Dr. Jeanne Siegenthaler". The signature is fluid and cursive, with the first name "Dr. Jeanne" and the last name "Siegenthaler" clearly legible.

Dr. Jeanne Siegenthaler, Richmond Superintendent