

# 2017-2018 SCHOOL REGISTRATION

Register on line anytime from

July 14th-August 8th, 2017.

Questions about registration? Check out our **Registration FAQ** page ([link](#))

## FIRST DAY OF SCHOOL: AUGUST 23, 2017

### EXISTING FAMILIES

- You have students already attending Clinton School District
- You want to register all of your children at once for next year
- You have a Parent Portal login.

-If you have forgotten your user name/password, you can click on the help links provided on the Log In Page.

### **STEP 1 – PAYMENT OF FEES/LUNCH MONEY DEPOSIT**

- Log in to your Parent Portal on the District Website ([www.clinton.k12.ia.us](http://www.clinton.k12.ia.us))
- *\*\*if you plan to fill out a Free/Reduced Lunch Application and Fee Wavier form, you can skip this section and go to Step 2.*
- Select a student from the dropdown box (if you have multiple students)
- Click on **Payments** tab – this is **NEW** this year. Parents have the ability to set up recurring lunch payments or make lunch deposits and pay fees all in ONE transaction!
- **Recurring Payments** - click on “Add” in that section if you want to set up an automatic recurring payment into your student’s food service account.

- **Food Service Account** – The current balance in your student’s account shows under “Balance”. To add money to their account, enter an amount in the “Payment” box.
- **Student Fee** – Required fees, as well as, any past due fees are listed. To pay the fees, enter the amount you are paying in the “Payment” box. To include “Optional Items”, click the drop down list and select whatever optional fees you would also like to purchase. Once the optional fee appears, enter that amount in the “Payment” box. If you added an optional fee by mistake, you may click on the “X” and it will be deleted.
- Check the “Total” box to confirm your payments.
- Click “CONTINUE”.
- Since this is the first time to use this payment system, parents will have to add their payment method. Parents have the option of paying by e-check (money pulled from checking or savings account) or setting up a credit/debit card payment.
- Select the payment method and click “SAVE”. You will be required to click “SAVE” again to confirm the payment method.
- You may add another payment method or click “Back to Payments”.
- Select the payment method and click “CONTINUE”.
- Verify your payment screen. You will have the option to enter an email address to receive an email receipt OR you can select “Print” to print a receipt.
- Click “Make Payment”.
- **Food Service tab** – this is **NEW** this year. Parents can now view their student’s lunch account balance! There is also a Transaction Detail section available so parents can see exactly what your student’s lunch money is being spent on each day as well as reflect lunch deposits made. Click “Go” to see the details or you can select “Print” to print a copy.
  - **\*Questions? Email: [onlinepayments@clintonia.org](mailto:onlinepayments@clintonia.org)**

## **STEP 2 - REGISTRATION PROCESS**

- Click on the link--“On Line Registration”
- Complete the on-line registration form by following all prompts
  - Verify household, parent, and emergency contact information
  - Confirm existing student information for 2017-2018

- Add additional students to be enrolled for 2017-2018 (example—any students not already enrolled, such as preschool, Kdg, etc.)
- Provide updated health information for the school nurse
- Once you have completed your registration application, be sure to click SUBMIT.
- If you provided an email address, you will receive an email showing we received your application.
- Any questions, email: [ccsdregistration@clintonia.org](mailto:ccsdregistration@clintonia.org)

**FREE/REDUCED MEAL APPLICATIONS (optional):** Applications can be printed from the Food Service page of the District website or you may pick one up at any of our buildings.

### **STEP 3 – CELEBRATE!**

- You are DONE with registration!

## **DISTRICT-WIDE WALK IN REGISTRATION**

***YOU DO NOT HAVE TO ATTEND WALK IN REGISTRATION IF YOU COMPLETE YOUR ON LINE REGISTRATIONS AT HOME!***

However, if you are unable to do so at home or at any school building prior to August 8<sup>th</sup>, Walk In Registration is set for August 9, 2017 from 3:00 pm-6:00 pm at Clinton High School Commons located at 817 8<sup>th</sup> Ave South, Entrance #3 off the Commons parking lot. We strongly encourage you to take advantage of the on-line process at home before August 9<sup>th</sup>. **The sole purpose of Walk In Registration is for parents who were unable to complete the on line registration process at home or at any of our school buildings prior to August 9<sup>th</sup>. Parents who choose to attend will use a computer station to complete the on-line registration process. No school handouts or schedules, etc. will be distributed.**