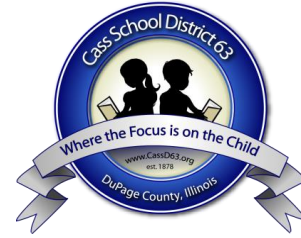


# REGISTRATION INFORMATION 2020/21



Your child(ren)'s online registration is now available and can be located through the Student Registration Information Page of the District website under [Returning Student Information](#). At your earliest convenience, please visit the [PowerSchool Portal](#) to review and begin the registration process for each one of your children.

1. Credit Card payments may be made online through the [My School Bucks](#) program, or by phone at 331/481-4000, or through the School or District Offices, when they are open to general public. Due to the Coronavirus/COVID-19 the District will not accept payments in person at this time but anticipates taking cash or in person credit card payments after students are permitted to return to school. Please note that there is a 3.95% service charge on payments through My School Bucks, and a 3.50% service charge plus 15 cents for payments made by phone. For families not already registered with My School Bucks, your student's Lunch ID is required to register. You will be given this number when you complete online registration or you may contact your child(ren)'s school office.
2. The Registration link is located directly under the PowerSchool logo on the top left side of your child's page. Access requires a login and password. If you cannot locate yours, please email [RegistrationHelp@CassD63.org](mailto:RegistrationHelp@CassD63.org).
3. You will need to register each of your children separately. Once you log in to PowerSchool, you should be able to link to each of your children to complete registration.
4. You will not be able to change some of the basic information about your child(ren). If there is an error in the information that you are not able to change, please notify the School Office where your child(ren) attend.
5. Your child(ren)'s grade level will reflect this school year's grade level. The grade level will automatically go up one year when we "graduate" your child to the next grade level over the summer.
6. If you are going to pay by check, please fill in the Fee Payment Page and print it to send in with your payment so that the District may properly apply your payment.
7. Please remember that if any of your family's contact information changes after you have completed the registration process, you are required to inform the school your child(ren) attend immediately.
8. Please be sure to complete the entire registration packet. Once you have hit the Registration Complete button at the end of the process, your child is registered for the year. Please note that there is additional important information for the 2020/21 school year including medical requirements, supply lists, parent group information, etc., which can be found at [Registration Forms and Documents](#) on the District website.
9. Registration documents along with payment must be received by Tuesday, June 30, 2020 if you wish to take advantage of the 2019/20 fee rates. Please be aware that the final deadline for receipt of registration and payment is Friday, July 31, 2020.

If you have any questions, please do not hesitate to contact the District Office at 331/481-4000, Concord Elementary School Office at 331/481-4010 or Cass Junior High School at 331/481-4020.

Thank you!