



Lee's Summit West High School
2600 SW Ward Road
Lee's Summit, MO 64082
816.986.4000 | lswhs.lsr7.net

June 22, 2016

Dear Titan Families,

The Lee's Summit R-7 School District is excited to announce that we are implementing a new online registration system that families will use for returning students. The system can be easily accessed 24 hours a day 7 days a week beginning July 11, 2016. All families now have the ability to review and update information, confidentially upload necessary residency documentation, and make payment of required school items. The new online system will decrease the amount of time families are asked to spend at schools completing this process. **This correspondence includes the following very important information to assist you in preparing your student(s) for the 2016-17 school year:**

- 1) **PowerSchool Parent Portal Directions** are included. Creating the PowerSchool Parent logon is necessary in order to complete the registration process. Please note that the Access ID and Password information is confidential and specific to your child.
- 2) **Online Student Info-Snap Registration Directions** are provided to assist you in following all the required steps to completing the online registration process.
- 3) **Making Payment Directions** are provided to assist you in following the required steps to complete payment processing. Payment processing includes: Chromebook Insurance Fee, MSHSAA Activity &/or Sports Participation Fee, unresolved obligations from the previous school year, etc.

Schedule pickup will be from 1:00p.m. to 7:00p.m. on August 3rd and August 4th. The online registration process must be completed prior to schedule pickup. It is highly encouraged to complete the online registration prior to August 3rd-August 4th. *If families are unable to complete the process at home, we will have staff members available at LSW to assist you with the process on the aforementioned schedule pickup days.*

Please visit: <http://www.lsr7.org/sites/register/> for further information and FAQ.

Sincerely,

Dr. David Sharp
Principal, Lee's Summit West

Lee's Summit R-7 School District
PowerSchool Parent Portal Directions

1. Make sure you have the confidential PowerSchool **Access Information** for each child in your family. If you have lost the unique **Access ID and Password** document that was mailed to you, contact PowerSchool at <http://www.lsr7.org/contact-us/>
2. Go to this website > <https://powerschool.lsr7.org/public/>
3. Click > Create Account tab (Secondary parents **may** have this step completed from previous year. If so, sign in using your username and password)
4. Click > Create Account button
5. Complete the first section of the page **Create Parent Account**

- o Name
- o Email address that you wish to use to receive communications from PowerSchool
- o Desired username for your account
- o Password for your parent portal account

NOTE - Each Parent can create their own account

The screenshot shows two sections of the PowerSchool Parent Portal. The first section, 'Create Parent Account', is highlighted with a red arrow and the number 1. It contains input fields for First Name (Abraham), Last Name (Lincoln), Email (honest.abe@usa.gov), Desired Username (honest.abe), Password (masked with asterisks), and Re-enter Password (masked with asterisks). A password strength indicator shows 'Strong'. Below this is the 'Link Students to Account' section, highlighted with a red arrow and the number 2. It contains a table for linking students to the account.

1	
Student Name	William
Access ID	1024545
Access Password	*****
Relationship	Son

2	
Student Name	Robert
Access ID	1024545
Access Password	*****
Relationship	Son

6. Complete the second section of the page titled **Link Students to Account**
 - Student Name
 - Access ID (see the confidential information that was mailed or handed to you specific to your child)
 - Access Password (see the confidential information that was mailed or handed to you and specific to your child)
 - Enter Relationship
7. Click > Enter to Save this page

If you need to add additional students:

1. Click > **Account Preferences** icon after logging in
2. Click > **Students Tab**
3. Click > **ADD**
4. Click > **Submit**

The screenshot shows the 'Add Student' dialog box. It has a title bar with 'Add Student' and a close button. Below the title bar is a table with four columns: Student Name, Access ID, Access Password, and Relationship. The Student Name column is currently empty. The Access ID and Access Password columns are also empty. The Relationship column has a dropdown menu with '-- Choose' selected. At the bottom of the dialog box, there are 'Cancel' and 'Submit' buttons. A yellow arrow and the number 1 point to the 'Add Student' tab.

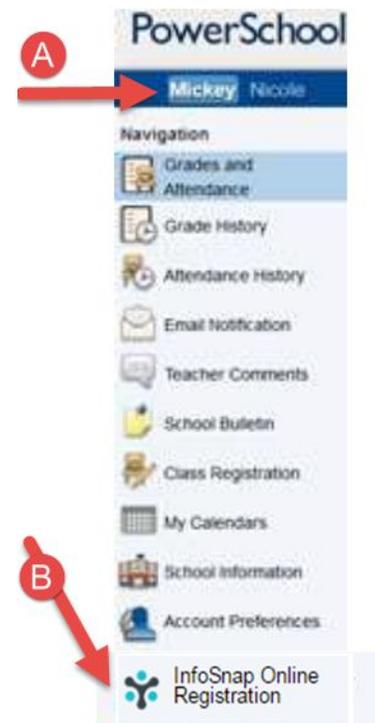
In the Parent Portal, you can navigate between students by clicking on the student's name as shown here. To learn more about the PowerSchool Parent Portal go to http://www.lsr7.org/wp-content/uploads/2015/09/PowerSchool_Parent_SSO.pdf.

NOTE: Depending on your student's grade level, not all information shown in the directions may be viewable.

Lee's Summit R-7 School District Online Student InfoSnap Registration Directions

The process of online registration begins in the PowerSchool Parent Portal with your existing credentials. If you have not created this account, please follow the PowerSchool-Parent Portal Directions first.

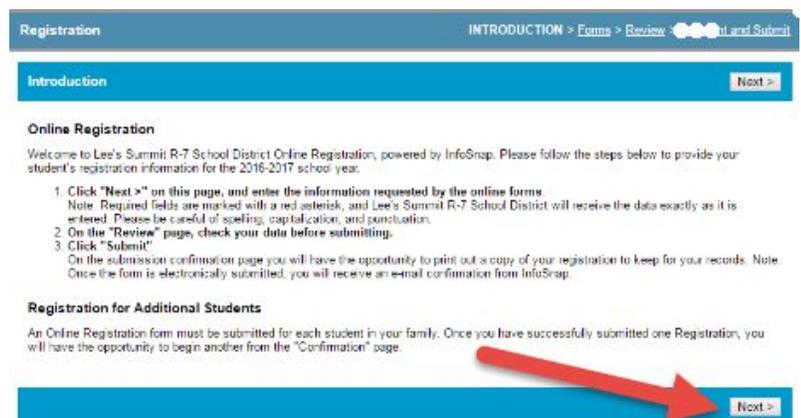
1. Log into your PowerSchool Parent Portal at:
<https://powerschool.lsr7.org/public/>
 - a. Click the student tab for the child you wish to register first
 - b. Click InfoSnap Student Registration tab (bottom of left navigation)
2. Click the student tab for the child you wish to register
3. The InfoSnap registration update website will launch
 - a. NOTE: The student record can only be updated once a year and may NOT be edited once submitted. If a parent or any other person with access to the student's Parent Portal submits the form, another parent will not be able to make changes in InfoSnap. Additional changes in this situation will need to be made by contacting the child's school directly.



4. When you log in, you will be asked to validate your student by confirming an identifying question presented on the screen (i.e., student DOB). The first time you log into InfoSnap, you will need to agree to the terms and conditions of the site by:

- a. Click > I agree
- b. Click > Begin Forms

5. Directions will be presented so please read them carefully > Click Next



6. Some information will be pre-populated from the current data in the District's student information system, PowerSchool. Please make sure you read each screen carefully and update fields as needed. Example, if your address has changed, please update the address information.

NOTE: There are certain fields that you will not be allowed to update and those will be grayed out.

7. All student files must have a current proof of residency on file. When you reach the Document Upload screen, please make sure to upload a current electric or water bill or a lease. To learn more about acceptable forms of residency documentation visit the Residency information page:

<http://www.lsr7.org/parents/enroll/>

8. All student files must be current on Immunizations. If the Document Upload screen shows Immunization Upload button, please upload the most current student immunization record. For more information about immunizations in Lee's Summit visit <http://www.lsr7.org/parents/enroll/>

9. Proceed through the remainder of the screens by Clicking > Next.

10. IMPORTANT - You will only be allowed to Submit the screen one time. **IF YOU HAVE NOT UPLOADED PROOF OF RESIDENCY OR IMMUNIZATIONS (if requested), PLEASE DO NOT SUBMIT.** These required forms must be present for full approval and for your student to be given their schedule at the secondary level or placed on a class list at the elementary level. InfoSnap provides 24-hour assistance for questions by clicking Contact Us. Building staff are also available for questions.

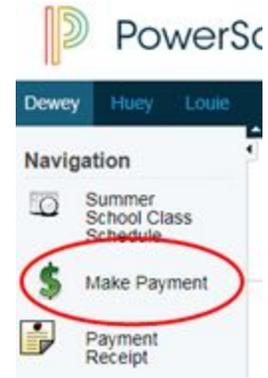
11. Once you click Submit, you will get the Submission Complete Screen. You are now ready to enter data for another child or Make Payment.

To Make Payment > Click on the Make Payment Link on the Submission Screen and follow the Paying Online Directions.

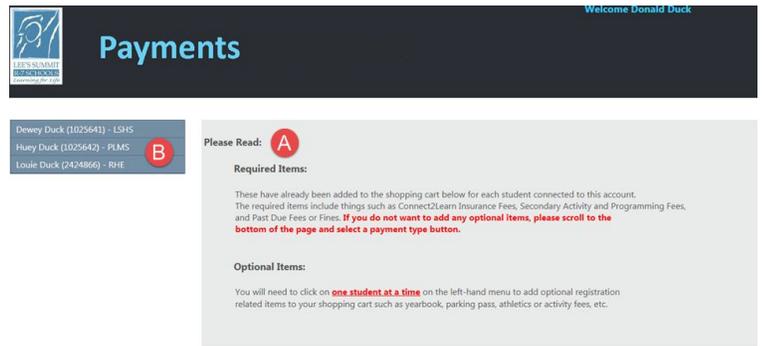
To update student data for another student, please return to the PowerSchool Parent Portal. Click on the tab of the next child's name as shown in Step 1a.

Lee's Summit R-7 School District
Directions for Making Payment for Student School Related Items

The process to Make Payment begins in the PowerSchool Parent Portal with your existing credentials. If you have not created this account, please follow the [PowerSchool-Parent Portal Directions](#) first.



1. Log into your PowerSchool Parent Portal at: <https://powerschool.lsr7.org/public/>
2. Click > Make Payment
3. On the next screen, you will find the following items:
 - a. Important information to read
 - b. Name(s) of child(ren) associated with your Parent/Guardian account
 - c. Shopping cart displays all required items that are associated with the child(ren) pre-loaded into your cart.
For example, you will see the Chromebook Insurance has already been added to this cart for two students.
4. If you are ready to make Payment > Click the Payment Type button at the bottom of the screen. Then skip to step #7.
 - a. NOTE - paying online will help you avoid lines at the school

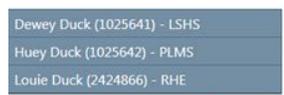


Shopping Cart

Student Name	Item Description	Quantity	Cost	Extended Cost
Dewey Duck	District Chromebook Insurance Fee	1	15	\$15.00
Dewey Duck	Tiger Activity and Programming Fee	1	10	\$10.00
Huey Duck	District Chromebook Insurance Fee	1	15	\$15.00



5. If you wish to add Optional Items such as MSHSAA Activities Participation, Parking Pass, etc. simply click on the Name of the child you wish to add the items for and then click on the Check Box. They will then appear in your cart. NOTE - not all schools have additional items. Quantity on some items (ie., PE clothing) may be updated if multiple items are requested prior to clicking the check box to add.



Click on the name of the child first

Optional Items

Qty	Check to add / Uncheck to remove	Item Description	Cost
1	<input type="checkbox"/>	MSHSAA Activities Participation Fee	\$50.00
1	<input type="checkbox"/>	MSHSAA Activities Participation Fee (Family)	\$100.00
1	<input type="checkbox"/>	MSHSAA Sports Participation Fee (Family)	\$100.00
1	<input type="checkbox"/>	MSHSAA Sports Participation Fee	\$50.00
1	<input type="checkbox"/>	Parking Permit Fee	\$25.00

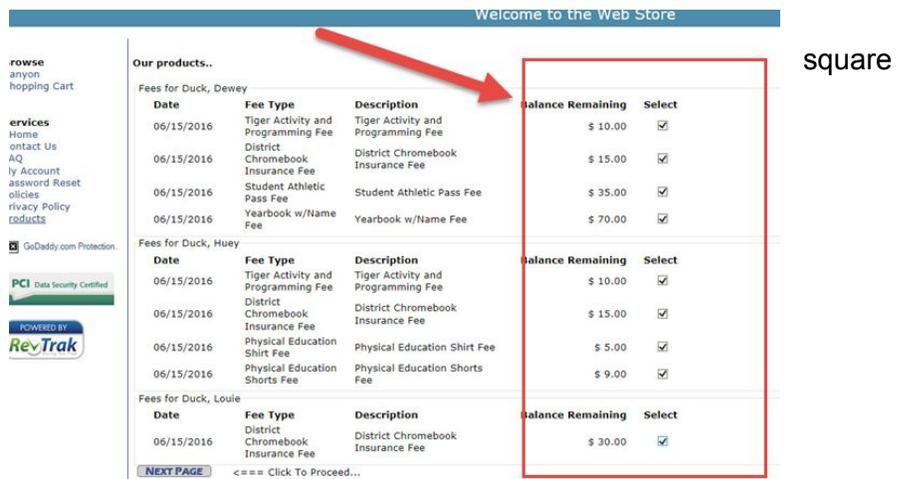
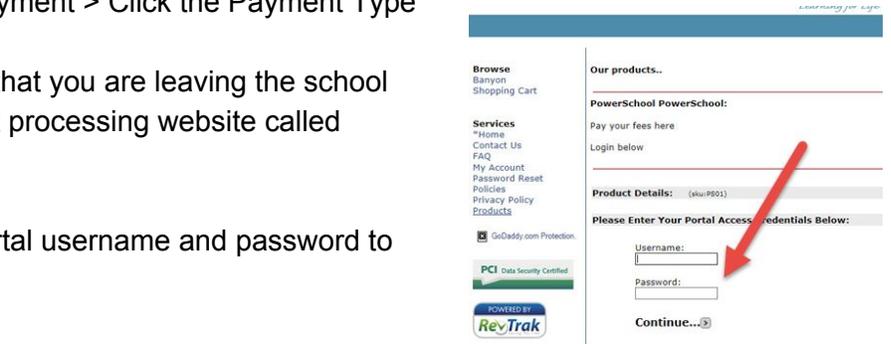
Click the box for each additional item you wish to add for that child.

6. When your cart is now ready for Payment > Click the Payment Type

7. A window will appear notifying you that you are leaving the school district site and moving to the Payment processing website called RevTrak. Click > OK to proceed

8. Enter your PowerSchool Parent Portal username and password to transfer your cart into RevTrak.

9. The items will appear but you must Select each one by clicking the Checkbox as shown in the red square below.



10. On the next screen you can remove an item > Click the red X under Remove

11. When cart is ready, Click > Go to Checkout

12. You are now ready to pay, but you must create a unique account in RevTrak if you do not have one. Click > new customer or Click Returning

13. Once you are logged in, your cart should appear. Enter in your billing account information for your credit card. Click > Continue

14. Enter your Credit card information and then Click > Verify Info

15. Click > Complete Order (An email will be sent to your email address from RevTrak)

16. If you want a receipt from PowerSchool, you can log back into PowerSchool and click Payment Receipt on the left-hand menu to print a receipt.

