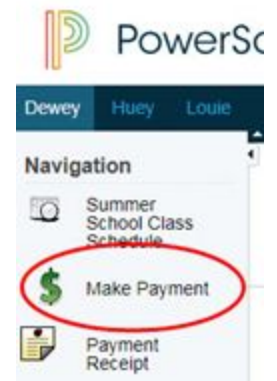


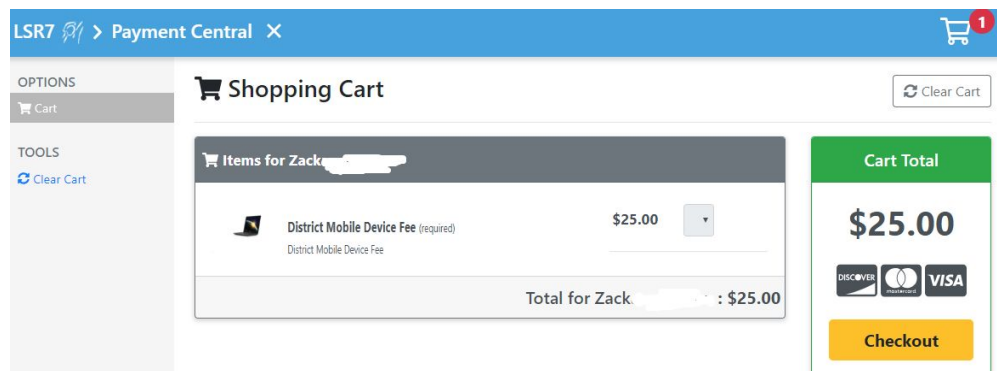
Lee's Summit R-7 School District

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. If you have more than one student, please link them.

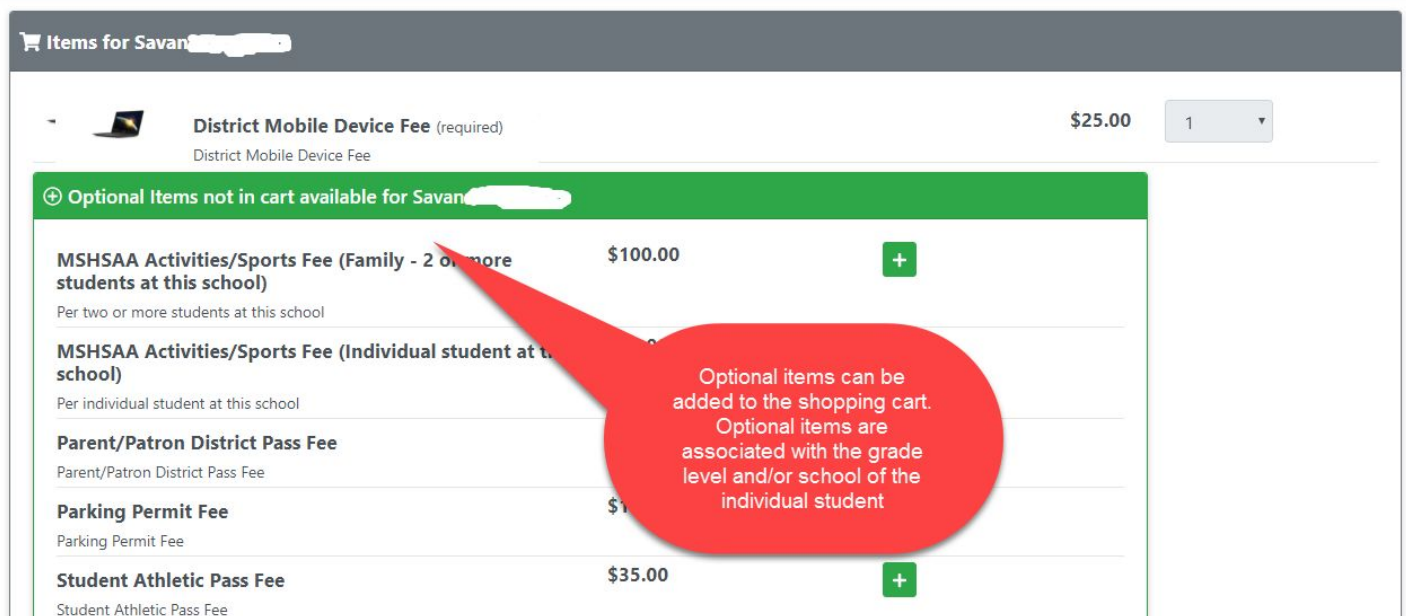


1. Log into your PowerSchool Parent Portal at <https://powerschool.lsr7.org/public/>
2. Click > Make Payment
3. On the next screen, you will find the following items:
 - a. A *Shopping Cart* for each student linked to your PowerSchool parent portal account,
 - b. Each Shopping Cart will contain the required fees and fines associated with each student.
 - i. Required fees and fines = A yearly mobile device fee (Chromebook) & any outstanding fees/fines on your student's record at the end of the previous school year(s)



4. Optional items can be added to your cart before Checkout. Just click on the "green +" to add them.

NOTE - not all schools have additional items.

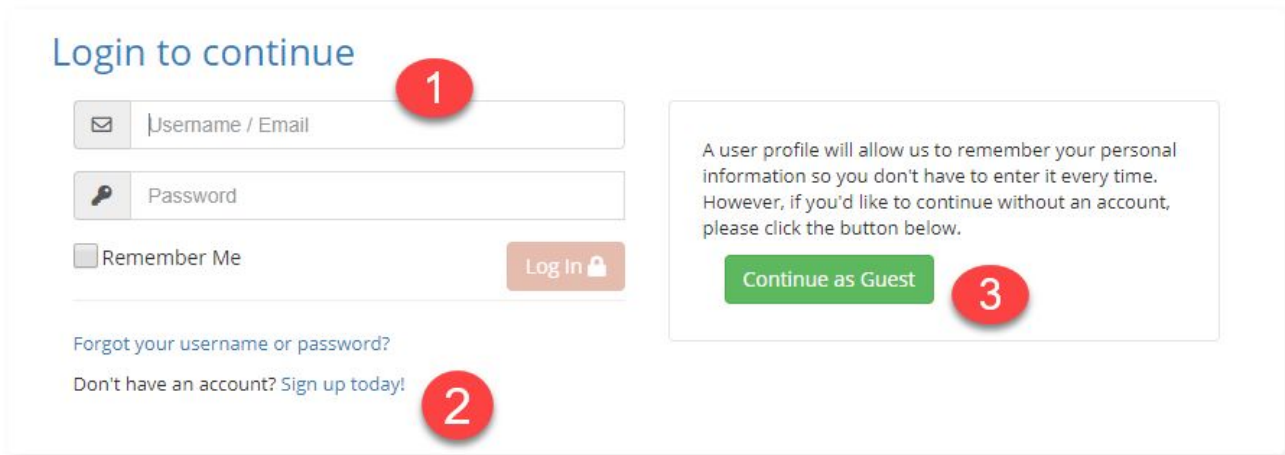
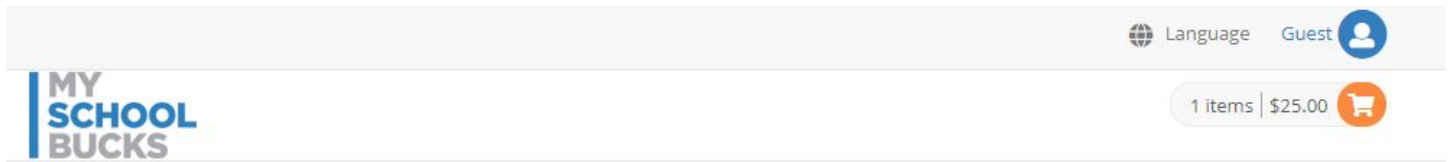


5. When your cart is ready for payment > Click the Checkout button

6. You will now be taken to the My School Bucks, Heartland Payment Systems software, payment processing site. My School Bucks is the same software used to process LSR-7 Nutrition lunch balances for your student. Most parents may have an account if they pay for their student's lunch online.

Three options to proceed:

- **Option 1** - Parents who have a My School Bucks account can log in.
- **Option 2** - Parents can create an account by clicking the “**sign up today**” link
- **Option 3** - Parents can “**Continue as Guest**” to make payment; no sign up required



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About MySchoolBucks

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8. Enter> Credit Card information on the next screen

9. Click > Continue

10. Verify your order > Click Continue

11. The order will be processed, and confirmation emailed to the email indicated on the payment form.

Notes on payments:

- If you wish to pay with Cash or Check, you must go to the school your student attends and pay in person. If you have students who attend multiple schools, you will need to make cash or check payments at each school site.
- If you feel as if a required item in your cart is incorrect, please call your school's office or go to the office for more information.