

FAQ – USD 417 Online Enrollment

Our goal is to make the enrollment process as convenient as possible while trying to collect all the information necessary to ensure your student has a successful start to the school year. Please ensure that students are enrolled by July 31st. If you have any questions, please contact the district office at 620-767-5192.

After reviewing this document, please send any additional questions to registration@usd417.org.

Online Enrollment vs. Onsite Enrollment

Q: What is the difference between Online Enrollment and Onsite Enrollment?

A: Online Enrollment, which is for returning students only, is from July 6th at 8:00 a.m. to July 24th at 8:00 p.m. You can use your computer at home or work to enroll your returning student at whatever time and pace you would like.

Onsite Enrollment, which will be held in the CGJSHS Commons Area from 1:00 p.m. to 7:00 p.m. on July 30th and July 31st, is for all new students (which includes preschool students and kindergarteners who did not previously attend preschool within the district), as well as any returning students who did not complete enrollment during the online enrollment period. Computers and assistance for every step of the enrollment process will be available at onsite enrollment.

Q: Why should I do Online Enrollment?

A: No line. No set time of the day. No taking off work. No giving up your lunch hour. Online enrollment is available 24 hours a day, and you can complete the enrollment process in multiple sessions at your own pace.

Q: Can I enroll my student online from my computer and then have them change their schedule?

A: Yes. If a student is already enrolled, they can come to CGJSHS during enrollment to change their schedule. The student will see the counselor to make those changes.

Parents/Guardians of Returning Students

You will receive an email with a “snapcode” that will give you access to the enrollment process. Please expect to receive this email the week of June 22nd.

Q: What information will I need to enroll my student in USD 417?

A: For existing students, here is a quick checklist:

- *Father, Mother, and Step-Parents – contact information including physical/mailling addresses, mobile/home/work phone numbers, employers, and email addresses
- *Emergency contact information – (preferably local) “in case of emergency” names and phone numbers
- *Medical information on your student – Have they had their immunizations? Are they allergic to anything? Have they had surgery? What are their chronic health conditions? Who is your student’s doctor and where are they located?
- *Will your student need bus transportation to/from school?

Don’t forget – you can always start enrolling your student and then hit save to come back later if you don’t have everything available when you begin.

Q: What if I start enrolling my student and need to finish later?

A: This is one of the biggest advantages of online enrollment. You can start and return to your enrollment anytime you need to. Simply log back in to your Parent PowerSchool Account and select the student you would like to work on.

Q: How do I get help with technical issues or questions while I'm enrolling my student?

A: PowerSchool provides technical support several ways. They have a support hotline available Mon.-Fri. from 9am-5pm at 1-866-434-6276, online live chat at <https://help.powerschool.com/t5/Support-Case-Chat/ct-p/SupportCaseChat>, and online support forums at <https://help.powerschool.com/t5/PowerSchool-Enrollment-Family/ct-p/PowerSchoolRegistration>. PowerSchool support won't be able to answer questions specific to USD 417, such as questions about courses or teachers, but they will be able to help you with any technical problems you might experience.

Q: How soon should I enroll?

A: Online Enrollment goes live on Monday, July 6th, 2020, at 8 a.m. We encourage you to enroll as soon as possible. District staff members appreciate having as much time as possible to review student registrations and determine if parents need to be contacted for clarification or documentation.

Q. What if I don't have a computer?

A: You will need to attend onsite enrollment (7/30-7/31) or come to the district office at 17 S Wood Street in Council Grove during the returning student online enrollment period to utilize computers we have set up for online enrollment; computers will be available at the district office from 8:00 a.m. to 4:00 p.m.

Q: What if I am not all that comfortable with using a computer?

A: We understand that there are countless people who don't use computers, or who haven't developed enough familiarity with them to feel comfortable with an online enrollment process. If you don't have a computer, don't feel comfortable using a computer, or simply want someone to help guide you through the process in person, we offer assistance at both onsite enrollment (7/30-7/31) and at the district office during the online enrollment period for returning students.

Q: Can I use the PowerSchool App to enroll my student?

A: No. The app, although wonderful, is for viewing information. The enrollment process works better on a desktop, laptop, or tablet.

Q: Approximately how long is it going to take?

A: If you have your information gathered and depending on the student, the average process is around 15 minutes. It may take you significantly less time. It may also take you longer, but remember you have the ability to save and come back later to complete. After this first year – many of the fields will be prepopulated and it will take less time.

Q: My student's father/mother and I are divorced. Can two parents enroll the same student?

A: No. Each student has their own unique "snapcode" that can only be used once, and that snapcode is automatically emailed to the student's first-listed contact in our database, which is usually determined by the previous year's enrollment. It is up to a student's parents to communicate and ensure the enrolling parent has correct information for every person who will be associated as a contact with the student. After the enrollment period ends at the end of July, you are welcome to call the district office to verify that we have correct contact information in our database.

Fees

Q: How do I pay my fees?

A: Once you have reviewed your online enrollment and hit submit, you will reach the submission confirmation page, which will have a link to the district's online payment website, RevTrak, where you can deposit lunch money and pay your student's activity, textbook, and consumable fees. Other fees, like those for After School Program, yearbooks, club dues, or course-specific fees, will be assessed at a later date. At any time you may submit payment online through <https://usd417.revtrak.net/>, or you may pay in person at the district office, located at 17 S Wood Street in CG, with cash, check, or card. On August 1st, the school secretaries will have returned to work, and then you will be able to pay in person at the school buildings as well.

Q: What if I can't pay all my fees at once?

A: Please check with your student's school building's secretary. They can provide a form for you to complete and sign that will outline your payment plan.

Q: What if I don't want to pay online?

A: If you do not want to pay online, you can pay in person at the district office, located at 17 S Wood Street in CG, with cash, check, or card. On August 1st, the school secretaries will have returned to work, and then you will be able to pay in person at the school buildings as well.

General or Miscellaneous

Q: Do I really need to fill in the Free/Reduced Application? I don't think I will qualify, I don't want to use that program, or my kids bring their own lunch.

A: You are not required to fill out a Free and Reduced Lunch Application form, but we strongly encourage you to complete one for your household. Your application and participation in the National School Breakfast and Lunch Program for Kansas is kept confidential, and your eligibility affects more than just the price of your school meals - the number of student fees, and the amount of those fees that you will pay, is dependent upon your eligibility for free and reduced lunch services. Moreover, your school district's funding, and, subsequently, the quality of services it can provide, is significantly impacted by the number of households which qualify for free and reduced lunch services.

Q: What if I need to talk to the nurse?

A: The Health page of our online enrollment form gives you an opportunity to disclose a significant amount of information concerning your student's health. For any information that can't be disclosed on that page, or for any health-related questions you might have that can't be answered by reviewing the "School Nurse" page on our district website (<https://www.usd417.net/vnews/display.v/SEC/Student%20Services%7CSchool%20Nurse>), please reach out to our district nurse, Dana Reddick, at 417nurse@cgrove417.org. Please keep in mind that our district nurse is off work in the summer - feel free to send an email, but know that she might not respond until she returns to work in August.

Q: How do I change my student's course schedule?

A: Course changes may be requested with Jill Day at 620-767-5149. Her email address is jday@cgrove417.org.

Q: How do I examine my student's schedule?

A: Your student's course schedule will be posted in PowerSchool.

Q: Where do I find the school supply list?

A: You may find the school supply lists for each school on the district's website, www.usd417.net. Below are links to each school's supply lists:

PHES:https://www.usd417.net/vimages/shared/vnews/stories/592d8eef378f5/_PHES%20School%20Supply%20List%202019-2020.pdf

CGES:<https://www.usd417.net/vimages/shared/vnews/stories/47f27e2004ca7/CGES%202019-20%20Supply%20List.pdf>

CGJH:<https://www.usd417.net/vimages/shared/vnews/stories/5d1cfa35791c8/CGJH%202019-2020%20Supply%20List.pdf>

Q: Where do I find the school calendar?

A: This will be posted on our website at www.usd417.net.

Q: How do I sign up for After School Program (ASP)?

A: Please visit or call your student's school office.