

SCHOOL REGISTRATION

EXISTING FAMILIES

STEP 1 – PAYMENT OF FEES/LUNCH MONEY DEPOSIT

- Log in to your Parent Portal on the District Website (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 – 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** – Parents can 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**

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
 - Add additional students to be enrolled (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

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. The Food Service office is located at our Administration Building – 1401 12th Ave N.

STEP 3 – YOU ARE DONE!

****WE DO NOT HAVE A DISTRICT WALK IN REGISTRATION – parents must complete the online registration process at home OR at any of our school buildings****