



Louisville City School District

Superintendent: Michele Shaffer

407 E. Main St. • Louisville, OH 44641 • 330.875.1666

Dear Parent or Guardian of _____,

Student ID Number: _____

Louisville City Schools is excited to share that we will be streamlining beginning of the year forms. Starting this school year, all buildings will be processing forms electronically. Each parent will log into our parent-friendly, online portal and submit forms for their student(s) electronically. The district will no longer send paper copies home on the first day of school. The good news is that once you create an account (directions below) some of your information will be pre-populated.

Forms which will require a physician's signature or other documentation submitted with them such as new student registration forms will need to be downloaded and filled out manually and turned into the main office. These forms can be found by visiting the Louisville City School's homepage and choosing "parents" (at the top of the page) and then selecting "back to school forms."

Directions for Completing Online Forms:

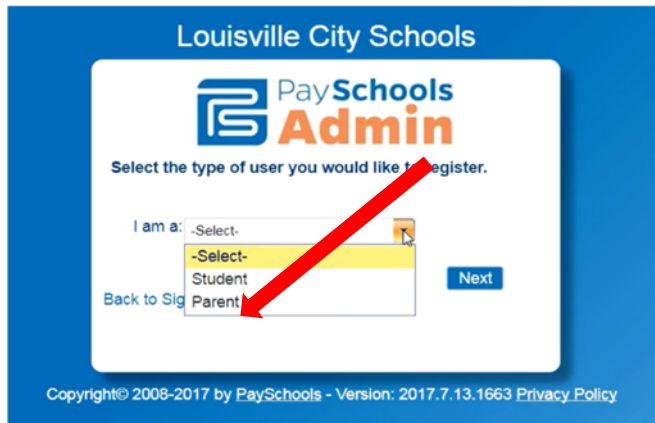
The following steps will guide you through the process of completing online forms. **If you do not have access to the Internet, all buildings will have computers available for use starting August 7th.** To complete the forms on site, please bring your information (such as doctor information, addresses, phone numbers, etc.) to one of our schools' main offices during normal business hours.

Please go to <https://louisville.payschools.com/> and follow the steps below to complete your child's online school forms.

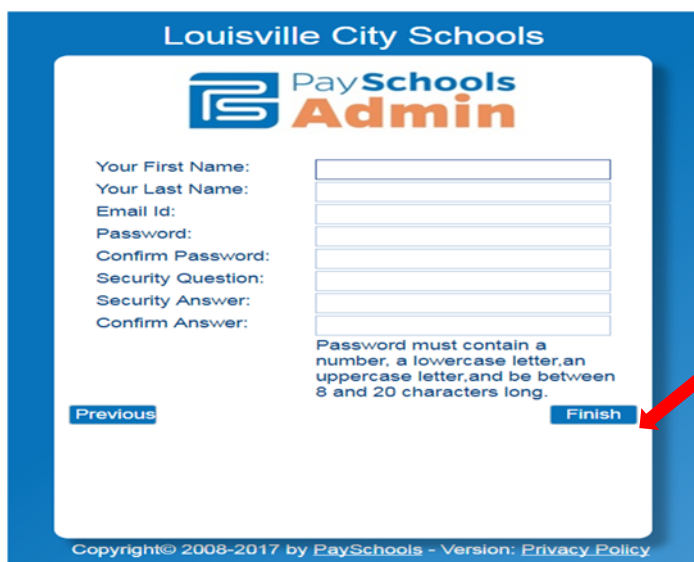
Step One: The first step is to register as a parent in the system. To do so please choose the register link in the bottom left corner of the authentication screen.

A screenshot of the PaySchools Admin login page. The page has a blue header with the text "Louisville City Schools" and the "PaySchools Admin" logo. Below the logo are two input fields: "username" and "password". To the right of the password field is a "Login" button. At the bottom of the page, there are three links: "Register", "Forgot Password", and "Help". The "Register" link is highlighted with a red box, and a red arrow points to it from the right. At the bottom of the page, there is a copyright notice: "Copyright© 2008-2017 by PaySchools - Version: 2017.7.13.1663 Privacy Policy".

Step Two: Choose Parent from drop down options and then choose “Next.”



Step Three: Enter all information correctly. Please make sure your email is correct. Your email is used to reset your password if needed. It may be a good idea to write the answers down to these questions so you will be able to access the system in the future to update forms. Once finished, choose “Finished.”



Step Four: Log in with your email address and new password. This time choose “Login” instead of register.



Step Five: Choose **“Add Student.”** (If you have more than one student in the district please repeat steps 5 and 6 for each Student.)

The screenshot shows the PaySchools Admin interface for Louisville City Schools. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout'. Below this is a 'Welcome to the Parent and Student Portal' message. A table titled 'Related Students' is displayed, but it is empty, showing 'No records to display'. Below the table, there is an 'Add Student' button, which is highlighted with a red arrow. A message below the button reads: 'Please be sure to add all your current students using the Add Student button prior to continuing.' At the bottom of the page, there is an 'Enter Forms' button and a copyright notice: 'Copyright© 2008-2017 by PaySchools - Version: 2017.7.13.1663 Privacy Policy'.

Step Six: Enter your student’s ID number and legal name found at the top of these instructions then choose **“Continue.”**

The screenshot shows a dialog box titled 'Add Student'. It contains the following text: 'Student Information' and 'In order to add a student you will need to know the first and last name and student id exactly as it is stored in your district’s Student Information System.' Below this text are three input fields: 'Student Id:' with the value '99999999', 'Student First Name:' with the value 'Joe', and 'Student Last Name:' with the value 'Smith'. At the bottom of the dialog box, there are two buttons: 'Continue' and 'Cancel'.

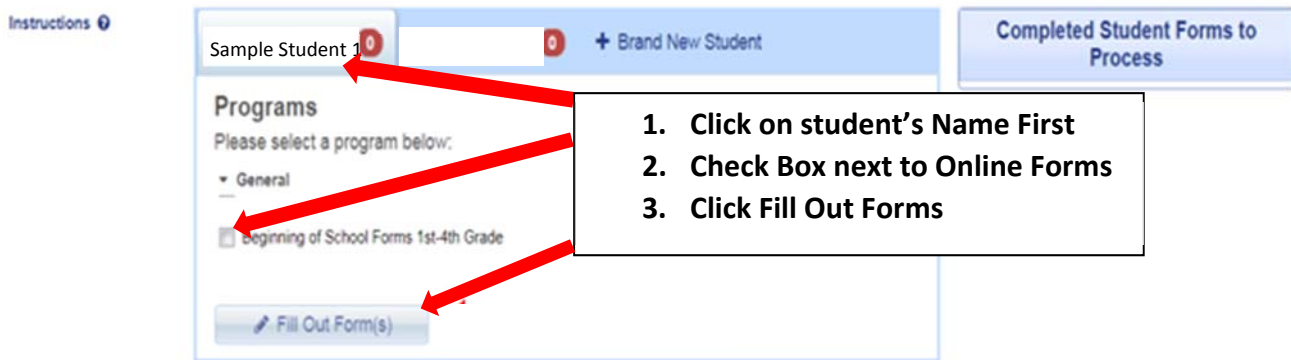
Step Seven: Once all your students are added to your account. Choose **“Enter Forms.”**

The screenshot shows the PaySchools Admin interface after students have been added. The 'Related Students' table now contains two rows of data:

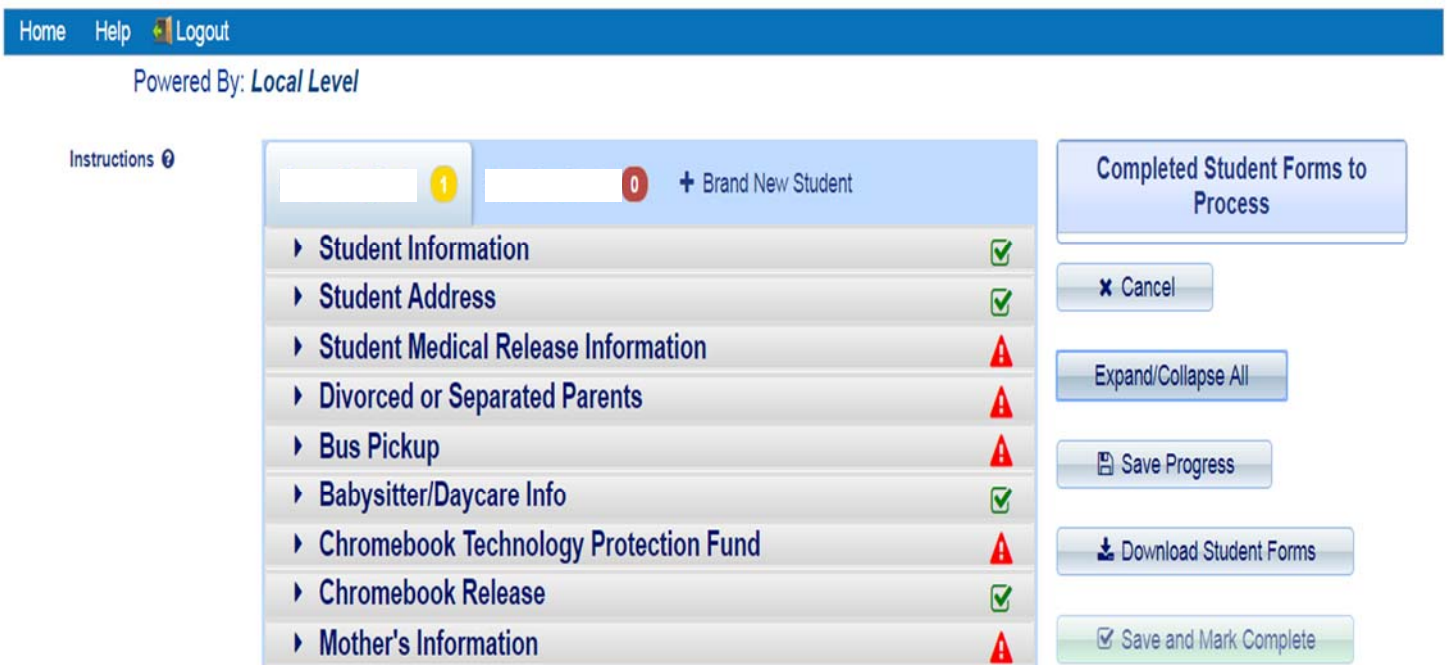
Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
	Sample Student 1			7		Louisville Middle School	✘
	Sample Student 2			3		Louisville Elementary	✘

Below the table, there is an 'Add Student' button and a message: 'Please be sure to add all your current students using the Add Student button prior to continuing.' At the bottom of the page, there is an 'Enter Forms' button, which is highlighted with a red arrow. The copyright notice at the bottom reads: 'Copyright© 2008-2017 by PaySchools - Version: 2017.7.13.1663 Privacy Policy'.

Step Eight: Click on the name of the student for which you would like to complete the forms. Once you click the Student name a list of available forms for that student will appear below the name. (It may take a minute or so) Check the box next to the group of forms you would like to complete, and choose **“Fill Out Form(s).”**



Step Nine: Now it's time to check and complete forms. As you can see in the picture below some of the forms are completed for you signified by the . Those forms will need to be checked for accuracy. For example if your address changed over the summer, you will need to make those adjustments. Other forms which have the mark still need completed. Please complete all forms for each child. **During the completion process, please make sure you choose Save Progress if you would like to come back later and complete the rest of the forms. If you complete all the forms you can choose “Save and Mark Complete.” After completing forms for this student, you will need to go back and repeat steps 8 and 9 for each additional student until all students have been completed.**



***** If you have any questions please contact your child's main office. *****