

NORTH MAHASKA COMMUNITY SCHOOLS
Working Together to Achieve Excellence

2018-2019 SCHOOL REGISTRATION

NM Schools utilizing an electronic registration process through PowerSchool again this year. The registration process is different for parents who already have logins to PowerSchool than it is for parents who do not have logins. Please follow the directions listed below and let us know if you have any questions by contacting the high school office at 641-637-4187 between the hours of 7:30 a.m. and 3:30 p.m.

Why the online registration process? The electronic registration does not cost the district any additional dollars. It saves time for both parents and school employees. Parents can now register all of their students at once. School employees will no longer have to enter in all of the student information by hand saving time, money, and reducing the risk of entering incorrect information into the system.

What will I need to register my students? You will need to access the North Mahaska Website through an electronic device and the Internet.

What happens if I don't have a computer or the internet at home? Can I still register by paper? We are sorry, but you will no longer be able to register by paper. All parents/guardians will need to register their students on-line. Office hours have been extended on the dates listed below to accommodate parents needing computer and Internet access. If you need assistance, please plan to register in the High School Office on July 24 or July 25^h from 7:30 a.m. to 6:00 p.m. There will be computer stations set up and office staff will be available to assist you. You can also come to the high school office any weekday after August 6 between the hours of 7:30 a.m. and 3:30 p.m. The office staff will be glad to assist you with E-Registration. If you have any questions, please feel free to contact us at 641-637-4187.

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EXISTING PARENTS:

- You have students already attending North Mahaska Community Schools
- You want to register all of your children at once for next year
- You have at <https://n-mahaska.powerschool.com>
- If you have existing students enrolled, but you don't have a Parent Portal Account, contact our District Office at 641-637-4187 to set one up!
- Registering through Parent Portal will save you from entering all of your information in **AGAIN!**

STEP 1-REGISTRATION PROCESS

- Log in through: <https://n-mahaska.powerschool.com>, and find the link to your Message Inbox titled "Click here to register your student(s) for the 2018-2019 school year!"
- Complete the online registration form
- Verify household, parent, and emergency contact information
- Confirm existing student enrollments for 2018-2019
- Add additional students to be enrolled for 2018-2019 (example: pre-school children)
- Provide updated State Health Requirements to the school nurse
- Returned all forms that needed an Original Signature

STEP 2-PAY FEES-AUGUST 15, 2018

- Log into your PayForIt Account . . . or print out the Fees and Meal Account form to return to school with cash, check or money order.
- Pay all outstanding fees before school starts
- Optional-Put some money into your student(s) lunch account(s)

STEP 3-CELEBRATE!

- You are done with registration!
- Sit back, relax, and enjoy thinking about all of the things you'll do the rest of the summer instead of registering your kids!

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NEW PARENTS:

- You have no children currently enrolled at North Mahaska Community Schools

STEP 1-REGISTRATION PROCESS-

- Call the school to get set up with a parental portal login.
- Complete the online registration application at <http://n-mahaska.powerschool.com> Questions? Contact our District Office at 641-637-4187.
- Free/Reduced families should visit the Free/Reduced Lunch Application for more information. Please complete this prior to paying any fees.
- See the attached link with instructions on setting up your <https://n-mahaska.powerschool.com> account- a website to view grades, schedules, and pay fees/lunch money.
- Provide updated State Health Requirements to the school nurse.

STEP 2-PAY FEES-AUGUST 15, 2018

- Log into PayForIt or pay by cash, check or money order and return with your fees and meal account form
- Pay all outstanding fees before school starts
- Optional-Put some money into your student(s) lunch account(s)

STEP 3-CELEBRATE!

- You are done with registration!
- Sit back, relax and enjoy thinking about all of the things you'll have time to do the rest of the summer instead of registering your children!