



# RUSSELL COUNTY USD 407

802 North Main Street, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · [www.usd407.org](http://www.usd407.org)

July 20, 2023

## PowerSchool online enrollment opens July 26th!

Dear Parents/Guardians:

The 2023-2024 school year is fast approaching. Enrollment is exclusively **online** and can be done in the comfort of your home and on your schedule. All forms need to be completed and submitted between July 26th and August 11th. Follow the steps below to access the online forms for both USD 407 and the Kansas State Department of Education. **Enrollment is required for all students!** An \* indicates a response is required.

Online enrollment **CAN** be completed using the PowerSchool app. Any smart device can also be used by logging in through a web browser. Go to [www.usd407.org](http://www.usd407.org) and click on **PowerSchool** located in the red bar below the pictures.

**The PowerSchool update completed this summer requires parents/guardians with returning students to reset passwords when logging in.**

**STEP 1:** **IF YOU ALREADY HAVE A PARENT ACCOUNT, SKIP THIS STEP!** FOR RETURNING STUDENTS, THIS STEP HAS BEEN COMPLETED DURING A PREVIOUS SCHOOL YEAR. To add an additional student to your existing parent account, follow the instructions entitled "Adding a Student to Your Parent Portal."

To establish a parent login account for PowerSchool, visit the parent PowerSchool site: <https://powerschool.usd407.org/public/> and click on **CREATE ACCOUNT**. During this process, connect the student(s) to the parent account using the individualized **ACCESS ID** and **ACCESS PASSWORD** provided previously by the district for each student. **The question dealing with relationship wants to know who the person setting up the account is to the child.** (Using your student's login will not work for enrollment.)

**STEP 2:** Login to PowerSchool using the parent account YOU created and the following screen will appear:

Select a student. Each student connected to the parent login will be listed here. Click on the student's name to navigate between students.

This code is needed to access your student's data on the PowerSchool app.

**DISTRICT CODE:**  
**LCXH**

The screenshot shows the PowerSchool SIS parent portal. On the left is a navigation menu with options like 'Alerting', 'Grades and Attendance', 'Missing Assignments', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Student Reports', 'Forms', 'School Bulletin', 'Class Registration', 'Balance', 'My Schedule', 'School Information', 'Account Preferences', and 'Student Devices'. The 'Forms' link is circled in red. The main content area shows 'Grades and Attendance' for a student, with a table of attendance records and a list of courses. A red arrow points from the 'Forms' link in the navigation menu to the 'Forms' section in the main content area. Another red arrow points from the 'District Code' field in the bottom left to the 'LCXH' code.

**Step by step instructions are available online.**  
1. Visit [www.usd407.org](http://www.usd407.org).  
2. Below the pictures, click **PARENTS/STUDENTS**.  
3. Click on **HOW TO INSTRUCTIONS**.

Click on the **Forms** link to complete enrollment documents. The forms are interactive which means based on your responses, additional questions may appear or disappear.

**NOTE:** Some forms are building specific and do not apply to all students.

**Simpson Elementary School**  
(Grades PreK - 1)  
1323 N. Main  
Russell, KS 67665  
P: (785) 483-6180  
F: (785) 483-5459

**Bickerdyke Elementary School**  
(Grades 2 - 5)  
348 N. Maple  
Russell, KS 67665  
P: (785) 483-6066  
F: (785) 483-5982

**Ruppenthal Middle School**  
(Grades 6 - 8)  
400 N. Elm  
Russell, KS 67665  
P: (785) 483-3174  
F: (785) 483-5386

**Russell High School**  
(Grades 9 - 12)  
565 State Street  
Russell, KS 67665  
P: (785) 483-5631  
F: (785) 483-5636



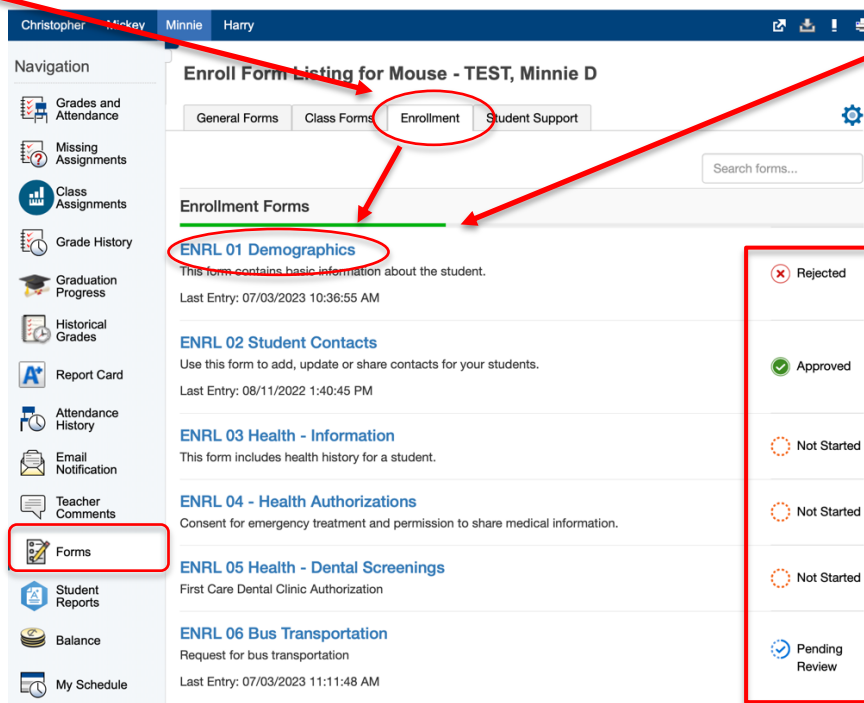
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**STEP 3:** Click on the **ENROLLMENT** tab. Select the form labeled **ENRL 01 Demographics** to begin the enrollment process. Review and complete all questions, even if fields contain prepopulated data. **Make ALL changes that are needed.** Hit **SUBMIT** at the bottom of the form and the system will guide you to the next form that needs to be completed. Work through forms ENRL 01 – ENRL 20 plus the Fees form. The user can return to the full list of forms by selecting **Forms** at any time. *Please note that not all forms apply to all students – READ CAREFULLY!*

**HELPFUL TIPS:** Clicking the **SAVE FOR LATER** or **SUBMIT** button at the bottom of the form saves data to the server. This process does not need to be completed all at once. Take a break as needed by logging out of PowerSchool. The system will log you out after 30 minutes of inactivity. Pick up where you left off by logging back in using the parent account established in STEP 1.

Above the list of forms, a green bar will appear indicating progress toward completing ALL enrollment forms.



- Monitor the status of each form on the right side of the screen to track your progress.
- A **“Not Started”** status indicates the form still needs to be completed.
  - A **“Pending Review”** status indicates the form has been submitted and is awaiting review.
  - An **“Approved”** status indicates the form has been submitted and reviewed by school personnel.
  - A **“Rejected”** status indicates YOU need to review the form and possibly resubmit the form.

**THIS PROCESS NEEDS TO BE COMPLETED FOR EACH STUDENT!!!**

**STEP 4: FEES PAYMENT.** USD 407 has partnered with *eFunds for Schools* to accept electronic payments. Instructions are included to set up an online account. Click on the **FEES Enrollment Costs and Online Payments** link to begin the process. Convenience fees will be assessed with each transaction. **SUBMITTING PAYMENT ONLINE IS NOT REQUIRED!** CASH AND CHECKS ARE STILL VALID FORMS OF PAYMENT.

USD 407 staff members will be available to assist families with the online enrollment process at the times listed below.

Date	Time	Location
Wednesday – August 2	3:00 p.m. – 8:00 p.m.	Russell High School Learning Center
Thursday – August 3	8:00 a.m. – 3:00 p.m.	Russell High School Learning Center

If you need assistance and cannot attend one of the scheduled work nights, please call to schedule a visit at your student’s attendance center after August 1 or the Central Administration Office anytime for assistance between the hours of 8:00 a.m. and 3:30 p.m.

Jordan Perez, Superintendent

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