

ONLINE ENROLLMENT PROCESS FOR USD #337 ROYAL VALLEY NOW OPEN!!

Parent Instructions for Returning Students

(For enrollment purposes, a returning student must have been enrolled as an active student at Royal Valley at the end of last school year.)

- Login to your PowerSchool parent portal.
 - <https://rv337.powerschool.com/public/home.html>
 - Your parent portal may also be accessed by going to the Royal Valley website <https://www.rv337.com/> and clicking on the PowerSchool button.
 - If you have forgotten your login information, school staff are able to tell you the email associated with your account but do not have access to your password.
 - If you don't have an account, then you will need to create one by clicking on the "Create Account" tab.
- Select the student you want to enroll. The students connected to your account are located above the Navigation bar on the left side.
- Select "Forms" from the Navigation bar.
- Complete all forms.
 - Click "Submit" when you are finished with each form. You will then be taken to the next form.
- When finished with all of the forms, you may either:
 - Choose your next student or
 - Select "Balance" to pay fees online through RevTrak (\$3.00 convenience fee added to the total) or
 - Exit your parent portal
- Building secretaries will contact you if further information is required.

For those who prefer to enroll in person, one-stop enrollment for returning students will take place on August 2nd at the high school from noon – 6:00 PM.

Parent Instructions for New Students

- Starting on August 1st, please call the school between the hours of 8:00 AM – 3:00 PM at the number below that your student will be attending.
- Secretaries will then email you the link to begin the process for new student enrollment. You will still need to go to the school to finish enrolling your student.
- Enrollment for new students will take place in the individual school buildings on August 3rd from noon – 6:00 PM. If you are unable to make it on August 3rd, please contact the school to make other arrangements.
 - Royal Valley High School 785-986-6251
 - Royal Valley Middle School 785-966-2251
 - Royal Valley Elementary School 785-986-6286