

## INSTRUCTIONS FOR PAYING STUDENT FEES ONLINE

Kalispell School District's payment process for online student school fees has changed to a more integrative system as we try to move towards a one-stop shopping mindset through PowerSchool.

To pay student school fees online you will use the [PowerSchool Student and Parent Portal](#).

If you already have a PowerSchool account set up, please skip PowerSchool account set instructions in red below.

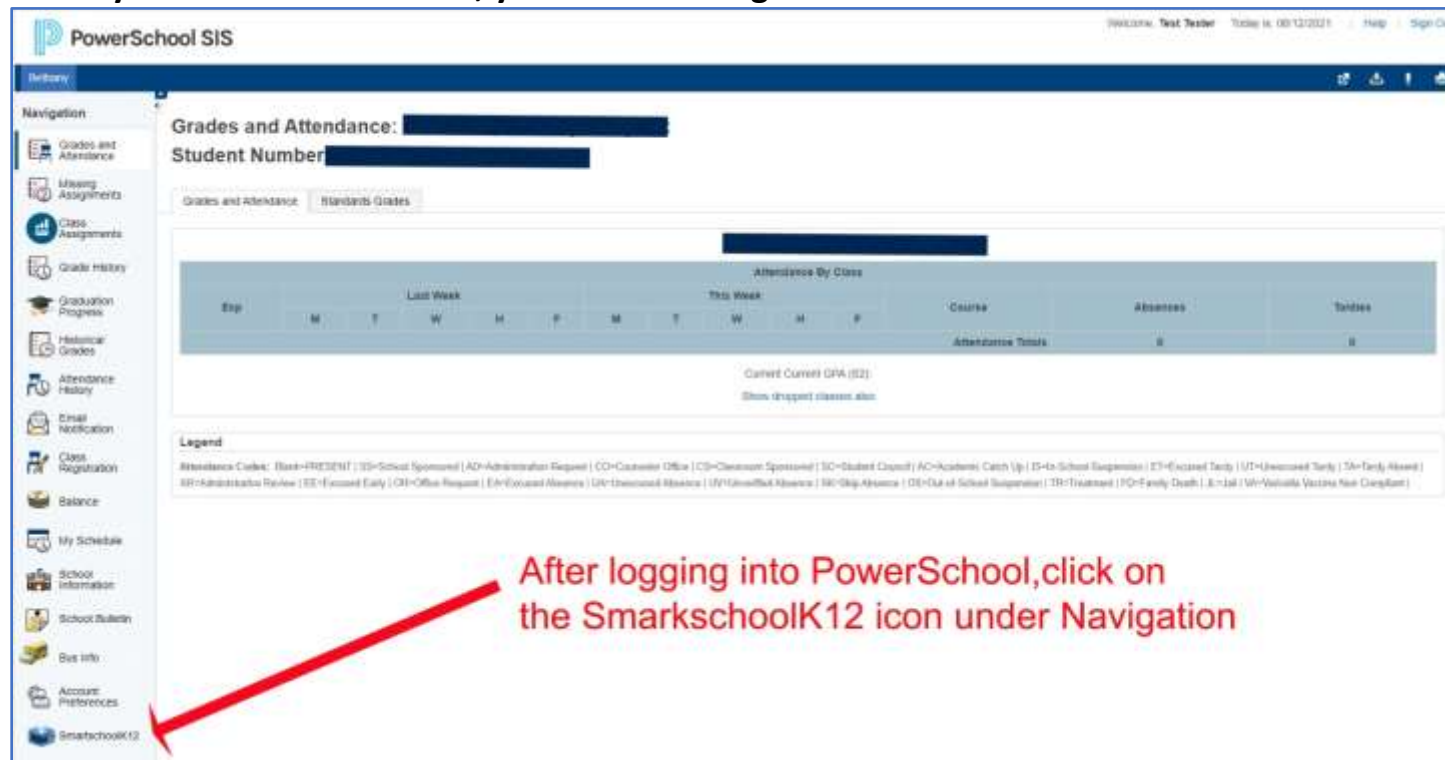
### To Set Up Parent PowerSchool Account:

If you do not already have an account set up for PowerSchool, you will need to go to the [main district website](#) to set up a new PowerSchool account. You will not be able to use the Kalispell Public Schools mobile app to set up the account initially. Also, using a laptop or desktop computer works the best.

Please select this link for information about setting up/accessing your Student/Parent account – [Parent PowerSchool Account](#)

If you do not have a PowerSchool parent account or are having login issues, please email [psadmin@sd5.k12.mt.us](mailto:psadmin@sd5.k12.mt.us).

When you are in PowerSchool, you will following the instructions below:



The screenshot shows the PowerSchool SIS interface. The navigation menu on the left includes: Grades and Attendance, Missing Assignments, Class Assignments, Grade History, Graduation Progress, Historical Grades, Attendance History, Email Notification, Class Registration, Balance, My Schedule, School Information, School Bulletin, Bus Info, Account Preferences, and SmartschoolK12. A red arrow points to the SmartschoolK12 icon. The main content area displays 'Grades and Attendance' for a student, with a table for 'Attendance By Class' showing columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Absences', and 'Totals'. The table is currently empty. A legend at the bottom explains various attendance codes.

After logging into PowerSchool, click on the SmartschoolK12 icon under Navigation


PowerSchool SIS Welcome, Test Tester Today is 09/12/2021 Help Sign Out

Library Share Print Help

Navigation

- Grades and Attendance
- Missing Assignments
- Class Assignments
- Grade History
- Graduation Progress
- Historical Grades
- Attendance History
- Email Notification
- Class Registration
- Balance
- My Schedule
- School Information
- School Bulletin
- Bus Info
- Account Preferences
- SmartschoolK12

Click on the green icon with the dollar sign which will take you to the SmarkschoolK12 payment portal called ePaytrak



Lobby **School Fees**

**School Fees and Ecommerce** DO NOT USE. NOT LIVE YET

**Fees**

Date	Title	Fee Type	Notes	Fee	Paid	Balance
02/07/2021	14 95 08	SOY Balance	SOY Balance	\$00.00	\$0.00	\$00.00
						\$00.00

If your student has class fees or balance due, it will show up here. However, you do not pay from here. You will need to go to the payment portal by clicking the green dollar sign above which will take you to the payment portal called ePaytrak


**Order History**


ID	Date	Total	Status

**Forms**

Name	Date

[Pay Now](#)



Securing your transfer to ... 

After clicking on the green icon, you will see this progress screen as it transfers you to the payment portal



# Strong Schools ~ Strong Community

[Cart](#) [Account](#) [Logout](#)

Welcome [Redacted]

1 item(s) in your Cart (\$47.50)



Home

- Flathead High School ▶
- Glacier High School ▶
- Kalspell Middle School ▶
- Traffic Education ▶

Now use the menus below to choose your school and your items to purchase. The student balance will transfer into the cart automatically under the cart icon.



Subtotal: \$47.50

[Checkout Now](#)

GHS Recycling Club Fees/Revenue

Qty: 1

[Update](#) [Delete](#)

Price: \$47.50



# Strong Schools ~ Strong Community

[Cart](#) [Account](#) [Logout](#)

Welcome [Redacted]

1 item(s) in your Cart (\$47.50)



Home

- Flathead High School ▶
- Glacier High School ▶**
- Kalspell Middle School ▶
- Traffic Education ▶

## Glacier High Athletics/Activities

- Glacier High Activity Tickets
- Glacier High PE Uniforms
- Glacier High Yearbook
- Glacier High Tuition
- Glacier High AP & PSAT Tests
- Glacier High Clubs

- Glacier High Band
- Glacier High Boys Basketball
- Glacier High Boys Soccer
- Glacier High Boys Track
- Glacier High Cheer
- Glacier High Choir
- Glacier High Cross Country
- Glacier High Drama

## Glacier High Football

- Glacier High Girls Soccer
- Glacier High Girls Basketball
- Glacier High Girls Track
- Glacier High Golf
- Glacier High Orchestra
- Glacier High Softball
- Glacier High Speech & Debate
- Glacier High Swim
- Glacier High Tennis
- Glacier High Volleyball
- Glacier High Wrestling



Subtotal: \$47.50

[Checkout Now](#)

GHS Recycling Club Fees/Revenue

Qty: 1

[Update](#) [Delete](#)

Price: \$47.50



# Strong Schools ~ Strong Community

[Cart](#) [Account](#) [Logout](#)

Welcome [Redacted]  
1 item(s) in your Cart (\$47.50)



[Home](#)

Load up your cart with items and then click check out now button.

- Flathead High School ▶
- Glacier High School ▶
- Kalispell Middle School ▶
- Traffic Education ▶

**\*\*A student activity ticket must be purchased with your first participation fee of the school year.\*\***

GHS Football Participation Fee  
\$35.00

[Add To Cart](#)

GHS Football Spirit Pack  
\$30.00

[Add To Cart](#)

GHS Activity Ticket Student  
\$25.00

[Add To Cart](#)



Subtotal: \$47.50

[Checkout Now](#)

GHS Recycling Club Fees/Revenue

Qty:

[Update](#) [Delete](#)

Price: \$47.50

[Home Search](#)

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# Strong Schools ~ Strong Community

[Cart](#) [Account](#) [Logout](#)

Welcome [Redacted]  
3 item(s) in your Cart (\$107.50)



[Home](#)

Choose your student from dropdown menu or add your student at this time. Once you have selected your students, click the checkout button below.

GHS Recycling Club Fees/Revenue

Item Added on 8/12/2021

Sku: 69804

[Delete](#)

[Add New Students](#)

Price:

Quantity:

Total: \$47.50

GHS Football Participation Fee

Item Added on 8/12/2021

Sku: 69108

[Delete](#)

[Add New Students](#)

Price: \$35.00

Quantity:

Total: \$35.00

GHS Activity Ticket Student

Item Added on 8/12/2021

Sku: 69602

[Delete](#)

[Add New Students](#)

Price: \$25.00

Quantity:

Total: \$25.00

[Keep Shopping](#)

[Clear Cart](#)

[Update Cart](#)

Confirm your student choice(s) before submitting

[Checkout](#)



# Strong Schools ~ Strong Community

[Cart](#) [Account](#) [Logout](#)

Welcome [Redacted]

3 item(s) in your Cart (\$107.50)



[Home](#)

### 1. Select Payment Option

Credit Card

### Apply Promotional Code

 [Apply](#)

### 2. Proceed to checkout

[Add Your Payment Method](#)

### Order Summary

Subtotal: \$107.50

Shipping: \$0.00

Taxes: \$0.00

Total: \$107.50

[Edit Order](#)

Enter your credit card information under add your payment method and finish your online payment by using the buttons accordingly. Not using the buttons will potentially result in an error message.