

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.

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

1. Under the **NAVIGATION** bar, click on **BALANCE**.
2. Once you are on the **BALANCE** page, click on button that says **PAY NOW**.
3. This will take you to EduTrak through the EduTrak Connect Page.
4. Once you are connected to EduTrack, you will find any outstanding balances or class fees. Click on the **HOME** button to be able to select fees such as participation fees, yearbook, etc. From the home page, click on your school and add items to your cart then checkout.

Under the Navigation bar, click on **BALANCE**

Grades and Attendance: Stark, Tony Iron Man																							
Student ID number: 547346																							
Parent ID number: 11000000																							
Tony's log-in account name: starkts46																							
Grades and Attendance						Standards Grades																	
Attendance by Class																							
Exp	H	W	Th	F	M	T	W	Th	F	Drabs	Absences	Totals											
										Attendance Totals:	0	0											
Current Current GPA (SD)																							
While dropped classes are:																							
Attendance by Day																							
Last Week			This Week			20-04			Absences			VTD			20-04			Totals			VTD		
M	T	W	Th	F	S	M	T	W	Th	F	S	0	0	0	0	0	0	0	0	0	0	0	
										Attendance Totals:	0	0	0	0	0	0	0	0	0	0	0		
Legend																							
Attendance Codes: (R) Regular Present (E) Excused Absence (U) Unexcused Absence (M) Medical Excused Absence (PM) Personal Unexcused Absence (NM) Non-Medical Excused Absence (UM) Unexcused Absence (FD) Family Death (SD) School Sponsoring																							

Navigation

- Grades and Attendance
- Missing Assignments
- Class Assignments
- Grade History
- Graduation Progress
- Historical Grades
- Attendance History
- Single Registration
- Balance
- My Schedule
- School Information

Transactions: Stark, Tony Iron Man

Student ID number: 147048
 State ID number: 110000000
 Tony's log-in account name: starkt048

Fees


Available Funds in Fee Account: \$234.00


Fee	Date Assessed	Fee Notes	Amount	Discount	Paid	Balance Due
Test - Revize Education Center - 22-23 test	12/12/2022		\$1.00	\$0.00	\$0.00	\$1.00
Totals:				\$0.00	\$0.00	\$1.00

Meal Transactions - Display of meal transactions has been disabled by your school.

[Pay Now](#)

When you are on the **BALANCE** page, click on **PAY NOW** button



Securing your transfer to ... 

Progress bar: [-----]



Navigation icons:   

- Home
- Recent Orders
- Update Email & Password
- Manage Address
- Book
- Students
- Powerschool Fees
- Recurring Orders
- Payment Methods
- View Fee Balance and History
- Flex Benefit Report

Click on **HOME** button to be able to select fees such as participation fees, yearbook, etc.

Fees

Amount: \$1.00
 Balance Due: \$1.00
 Add to Cart:

[Pay Selected Fees](#)

This is where you will find any outstanding balances or class fees that can be paid with selected fees



Strong Schools ~ Strong Community



Home

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



Select your school and then the items you wish to pay and add them to the cart and finish with check out.