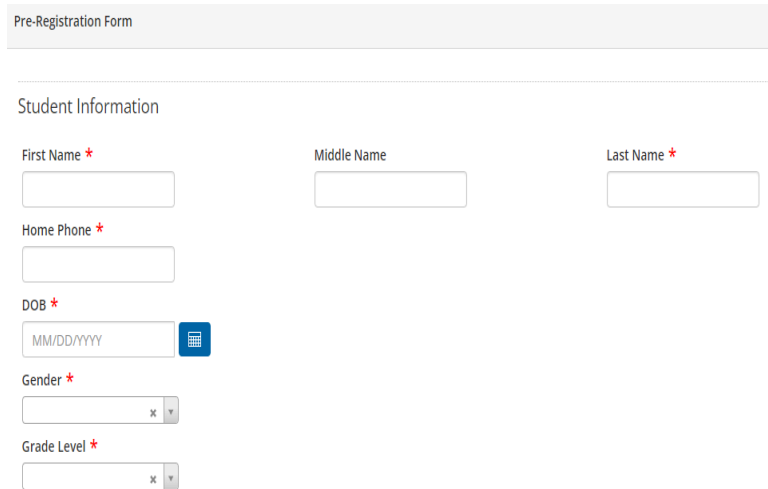


Dear Parents,

In order to provide a more flexible approach to student registration, Badger and the Lake Geneva Jt. #1 Schools are requiring an online enrollment process. This can now be accomplished on a computer with internet access. If you do not have a computer or internet access, please come into the District Office. If you are already familiar with PowerSchool, you will log in the same way to begin the registration process.

### **Section 1 - Fill out the Enrollment Express Registration Form**

Enter your Student Information, Household Information, Guardian Information, and what type of school you are enrolling in and submit. An alert will be sent to the enrollment registrar to approve. Once that Pre-Registration gets approved, **you will receive an email with instructions to complete the enrollment process. It may take 1-2 business days for the form to get approved and to receive the email to begin the process of enrolling. Please be sure to check your spam folder in your email account.**



The screenshot shows a 'Pre-Registration Form' with the following fields: First Name \*, Middle Name, Last Name \*, Home Phone \*, and DOB \* (with a date picker set to MM/DD/YYYY). There are also dropdown menus for Gender \* and Grade Level \*.

### **Section 2 - Create a Parent PowerSchool Account**

You will need the Access ID and Access Password for your student from the email.

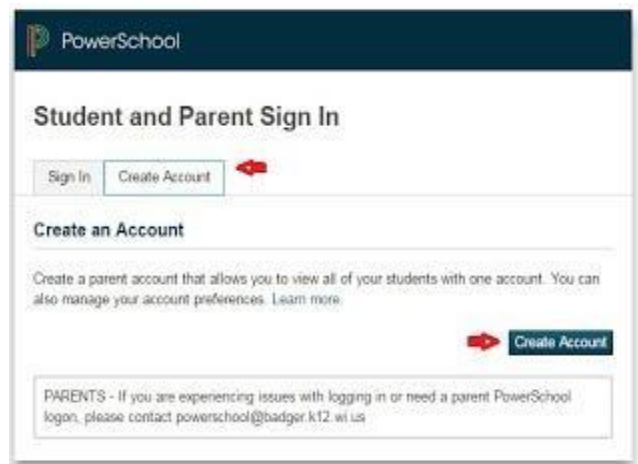
\*\*\*\*OR\*\*\*\*

If you already have a Parent PowerSchool Username and Password, skip ahead to: **Section 3 – Adding Students To Your Account.**

If you are using PowerSchool for the first time, please go to the district website:

[www.lakegenevaschools.com](http://www.lakegenevaschools.com) and click on [PowerSchool](#) and then click the [Parent and Students link](#).

Click on **Create Account**.



The screenshot shows the PowerSchool 'Student and Parent Sign In' page. It features a 'Sign In' button and a 'Create Account' button with a red arrow pointing to it. Below this is a 'Create an Account' section with a description and a 'Create Account' button with a red arrow. At the bottom, there is a 'PARENTS' notice: 'If you are experiencing issues with logging in or need a parent PowerSchool login, please contact powerschool@badger.k12.wi.us'.

The image shows two screenshots of the PowerSchool parent portal interface. The top screenshot is titled "Create Parent Account" and contains the following fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below these fields is a note: "Password must: -Be at least 6 characters long". The bottom screenshot is titled "Link Students to Account" and contains a heading: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account." Below this heading are three numbered sections (1, 2, 3), each containing fields for Student Name, Access ID, Access Password, and a Relationship dropdown menu.

**Create Parent Account** - Fill in the Create Parent Account details. Enter your First Name, Last Name, and Email. Enter your Desired Username. Enter your Password and then Re-enter it. (Passwords must be at least 8 characters. You may be prompted to select a different username if the one you created already exists.)

**Link Students to Account**  
Enter the student's First Name, Last Name, and your relationship to the student. Note: The first name is the full name you indicated when you enrolled. Enter the student Access ID and Access Password you acquired from the enrollment email you received.

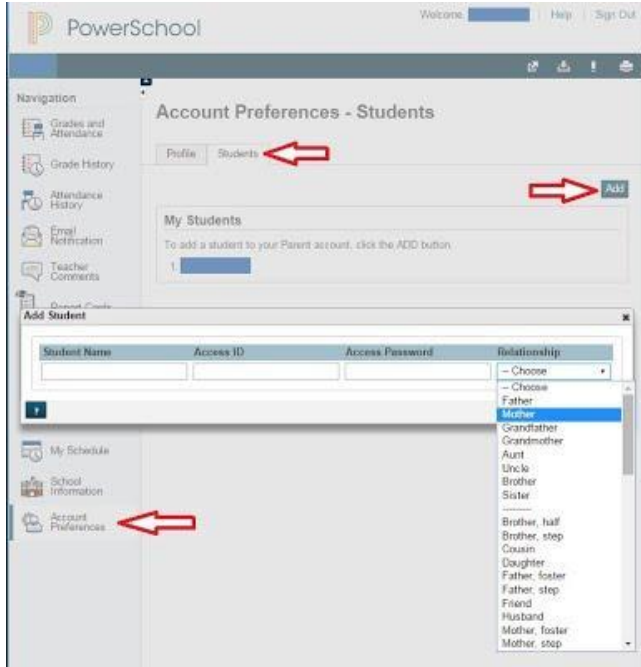
Click Enter. If successful, you will be directed to the Parent Sign-In Screen. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

### **Section 3 – Adding Students To Your Account**

In the Login box enter your User Name and Password, and click Submit. After logging in successfully, the PowerSchool Parent Portal screen will display.



Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen).



**If all of your students are not listed upon logging into PowerSchool, follow these steps to add a student:**

Click the Account Preferences button under the Navigation menu. It will take you to your profile, where you need to add a student.

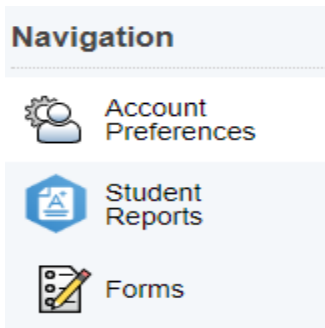
Click the Students Tab.

Click the blue Add button (See picture).

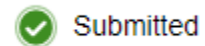
Enter the student name, Access ID and Access Password information provided from the new student registration email you received, toward the bottom of the email. Enter the Relationship to the student.

#### **Section 4 – Begin Registration**

Choose the new student you entered by clicking on the name which appears in the blue border.



Under the Navigation menu select the Forms link to begin filling out the Enrollment Forms. Please fill out forms A - L. Make sure they say Submitted with a green check mark.



Please note the first form A. Student Demographics will say Approved with a green check mark.



An asterisk in the back of the words means it is a required field and must be filled out.

**First Name \***

## Enroll Form Listing for Powell, Payton Test

Enrollment	General Forms	Class Forms	Student Support
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**New Student Forms**

<b>A. Student Demographics</b> Last Entry: 05/15/2023 2:24:57 PM	✔ Approved
<b>B. Student Address</b> Last Entry: 05/15/2023 2:25:26 PM	✔ Submitted
<b>C. Birth Verification</b> Last Entry: 05/15/2023 2:26:13 PM	✔ Submitted
<b>D1. Legal Guardians</b> Last Entry: 05/15/2023 2:27:39 PM	✔ Submitted
<b>D2. Emergency Contacts</b> Last Entry: 05/15/2023 2:27:52 PM	✔ Submitted
<b>E. Health Information</b> Last Entry: 05/15/2023 2:29:25 PM	✔ Submitted
<b>F. Health Authorizations</b> Last Entry: 05/15/2023 2:30:00 PM	✔ Submitted
<b>G. Home Language Survey</b> Last Entry: 05/15/2023 2:30:24 PM	✔ Submitted

Once ALL the forms are submitted saying Approved with a green check mark it will alert the District Registrar. The forms will be checked over and a final approval will be made and the school will be informed. Please allow 1-2 business days for the application to be approved and to receive a call from the school secretary. If more information is needed you will receive a call from the District Office.

**Thank you for completing Enrollment Registration!**

**PowerSchool is now mobile!** The PowerSchool for Parents and Students app is available for download on Google Play for Android devices as well as from the App Store for iPhones and iPads. Parents and students can easily view progress, check grades, review assignments, and more including push notifications! **Mobile District Code: QHKK**

# RevTrak Credit Card Payment System



## RevTrak Credit Card Payment System

E-payments are a convenient way to pay school fees and deposit lunch money with a credit card or check online.

The Lake Geneva Schools now utilize **RevTrak** - <https://lakegenevaschools.revtrak.net>.

All Food Service online transactions are assessed 3.61%. A parent can make deposits to multiple students' accounts in a single order and only incur one 3.61% fee.

All non-food service transactions are also charged a 3.61% transaction fee excluding mandatory registration fees.

**ACCOUNT CREATION - Click Create New Account on RevTrak landing page.**

**RevTrak Help Guide - [Click Here!](https://drive.google.com/file/d/1PoU54FySwyOQ1uINhhsQ5vrXZAPII-Tj/view) - <https://drive.google.com/file/d/1PoU54FySwyOQ1uINhhsQ5vrXZAPII-Tj/view>**

**Questions about this process should be directed to the District Office.**  
**Phone: (262) 348-1000                      Email: [powerschool@badger.k12.wi.us](mailto:powerschool@badger.k12.wi.us)**