School District of Jefferson

ONLINE REGISTRATION DIRECTIONS

All registration information for the district is collected electronically via PowerSchool Enrollment, an online enrollment and student management system.

New student registration form should be completed for:

- ★ Students who are new to the District.
- ★ Families adding an additional student that has not yet attended the District.
- ★ Any student with a break in enrollment.
  (Previously attended the School District of Jefferson, left to attend a different district, and is now returning)

Complete registration form

1. Have your doctor, dentist, parent/guardian, and emergency contact information ready, as well as any prescription medication(s) and immunization dates (if immunized outside of WI).
2. Click on the New Student Enrollment button on the website at sdoj.org/district/enrollment/enroll-today.
3. Create a new PowerSchool Enrollment account. The profile information should be your information, not your child's.

If your child previously attended a district that also uses PowerSchool Enrollment, or you have other children in the School District of Jefferson, you should already have an account and will log in using your existing credentials. This is separate from your PowerSchool Parent Account. Contact the District Office at (920)675-1000 for further assistance.

4. Fill in all required information for your student. **Please be careful of spelling, capitalization, and punctuation. All data will be on file in our Student Information System exactly as it is entered.**
5. Review and Submit.
6. To enroll additional students, click the link on the next steps page to add and enroll another student and repeat the process.
7. An administrative assistant will follow-up with you to collect all necessary verification documents, and create your PowerSchool Parent account.

Pay student fees

To pay general registration, course, school, and optional (athletic, band, parking etc.) fees, as well as outstanding balances, you may either pay online or via cash/check. The Fees tile in the Parent portal will show you any outstanding fee balances you may have as well as any available meal balance. Transactions will not display in the detail view. To see and pay fees, click the "Student Balance" link under Resource Links.

Pay Fees Online: Click the "eFunds for schools" button within the Student Balance page in your PowerSchool Parent portal Resource Links. This will direct you to eFunds, the District's online payment system, to securely and easily pay student fees online.

⭐***Please note: the registration portal and e-Funds are not linked and have different login accounts.***

Pay Fees With Cash / Check: Drop off or mail your check to your student's school.
**Lunch money should be a separate check from school fees.*

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Add funds to your student's meal accounts

Meal prices and payment options can be found on our Student Nutrition site. As noted above, you can see your current meal balance on the Fees tile/menu in your PowerSchool Parent portal.

Deposit Lunch Money Online: Add funds to your student's lunch account online via My School Bucks. Note: New users must first register to establish a username and password. Your Family Number is your home phone (including area code and dashes: xxx-xxx-xxxx). Once registered, you can add funds for each child in your family.

Deposit Lunch Money Via Cash/Check: If you choose to bring money to school personally or send it with your student, please put it in an envelope clearly marked with your student's school, first and last name, their ID #, their teacher's name, and the amount enclosed. Prepaid deposits can be turned in to the cafeteria cashier(s) or school office.

Checks should be made out to the School District of Jefferson

Enrollment complete/ Parent portal access

Once you have registered your student(s), provided any required documentation, and paid fees - you are completed with the School District of Jefferson's registration requirements!

The Administrative Assistant at your child's school will communicate your Parent Account details with you if you do not already have an account for another child. Please sign in to the account to verify you are able to login and navigate the portal. You can view and be alerted to balances, grades, assignments, and more.

PowerSchool Parent Portal - Web

PowerSchool Mobile App
Apple App Store | Google Play Store (District Code: XMMG)

Be sure to check our website and visit your child's school's page, and follow us on Facebook for both District-wide and school-specific information and dates!

SCHOOL DISTRICT OF JEFFERSON	JEFFERSON HIGH SCHOOL	JEFFERSON MIDDLE SCHOOL	EAST ELEMENTARY	SULLIVAN ELEMENTARY	WEST ELEMENTARY
(920) 675-1000	(920) 675-1100	(920) 675-1300	(920) 675-1400	(920) 675-1500	(920) 675-1200

Need Help? Contact Us!

District Office Phone: (920) 675-1000
206 S Taft Ave, Jefferson, WI 53549
Or contact your child's school as listed above