

August 4, 2022

Dear parents and guardians,

Pewamo-Westphalia Community Schools will be moving to a new website for their document handling and payment processing beginning August 4, 2022. This has been an ongoing, months-long process, and we are hopeful we have your support to help it go smoothly. **Middle and high school students need to have their registration forms filled out and submitted online before picking up their class schedule on August 15-16.**

You will be able to access this website here: <https://www.schoolpay.com/login>

You can also find SchoolPay on our school website; it is located at the top of the Links for Students and Parents page.

I am including a link to a tutorial video should you want to watch it to help you create an account for the first time. I also have written directions for people who learn by reading and following a list of steps. If you try both of those options and still cannot get started, please reach out to me. I will be happy to help you!

The benefit to families in using this website is that most school forms and payment requirements are available to them on a nearly paper-free basis, at any time of the day or night, and should include all of the children in their family who attend Pewamo-Westphalia Community Schools. Parents will have access to the following documents and payments through SchoolPay:

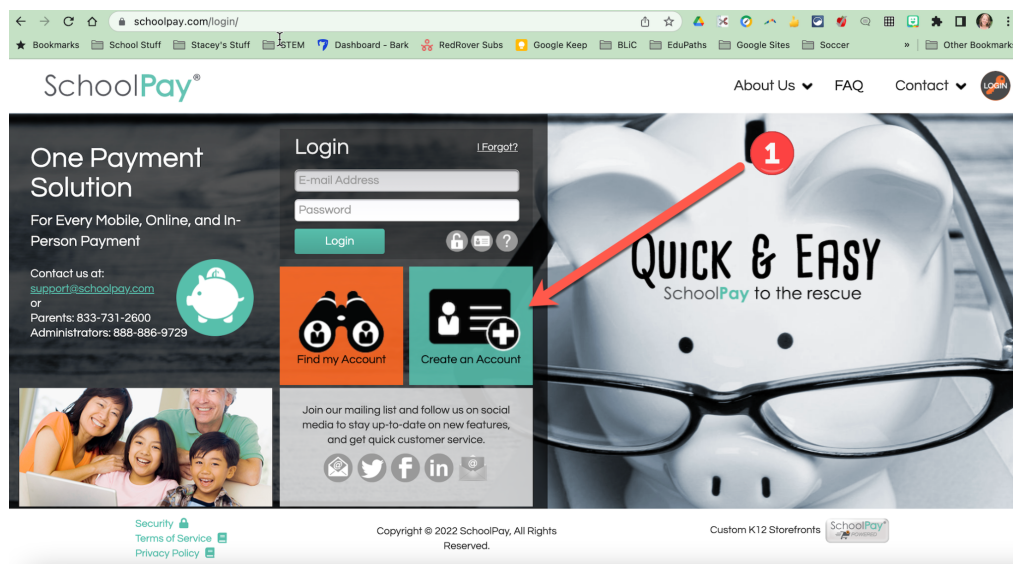
1. Student Enrollment form (needs to be completed every year for every P-W Community Schools student)
2. Transportation request (only if your child requires a bus)
3. Consent for Disclosure of Immunization Information (students in grade K or 7, or new to the district - not required for anyone else)
4. McKinney-Vento Homelessness Questionnaire
5. Home language survey
6. Virtual course consent - required by the State
7. Student Technology Acceptable Use Policy (required - one per child)
8. P-W Outline of School Device Responsibilities (required - one per child)
9. Athletic Participation fee (grades 9-12 only)
10. Athletic Emergency Information form (required for all athletes)
11. Athletic Participation Informed Consent (required for all athletes)
12. Student Device Insurance (OPTIONAL - grades BK-12 - one form per family filled out by September 1, 2022)
13. Athletic Family Pass - optional and can be purchased by guests

* We are working toward integrating food service deposits and sports physical uploads. Please stay tuned for more information on these items.

[Adding a student to your account](#) (video)

How to create a SchoolPay account and link your students to it

1. Go to the website <https://www.schoolpay.com/login>
2. Select the button that says "Create an Account"



3. The next page requires you to enter an email address, your first and last name, home address, and phone number.

A screenshot of the 'Create an Account' form on the SchoolPay website. The form is overlaid on a background image of a piggy bank wearing glasses. The form has a title 'Create an Account' and a 'Cancel' button. It contains several input fields: 'First Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu currently showing 'Michigan'), 'Country' (a dropdown menu currently showing 'United States'), and 'Phone *'. There is a 'Continue' button at the bottom right of the form. The footer of the page includes copyright information and links to 'Security', 'Terms of Service', and 'Privacy Policy'.

4. The third screen asks you to search for your school. Begin to enter Pewamo-Westphalia (options that begin with the first couple of letters will appear in a drop down so you can select the correct district). From there, choose which building your student attends. If you have students in both our elementary and middle/high schools, just select one to start.

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Create an Account

Select your student's school type:

Public School Charter School Independent School

Back 1 2: Student Info 3 Cancel

Please type the name of your school district

Pewamo-Westphalia CS

I don't see my school district

Please select your school:

Pewamo Westphalia Elementary School
Pewamo Westphalia MiddleHigh School

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5. Once you have selected your building, you can then begin to add your students. There are two options for this.
 - a. First and last name
 - b. Student number and last name

IMPORTANT! We have a number of students in the district who have the same first and last name as another student. This is where you will want the student number to help ensure you choose your child. That should be a number that students grades 3-12 know, but in case they do not, you can get this number by emailing me at sjohnston@pwschools.org or by calling your child's school and asking the secretaries to provide you with the five-digit student number in PowerSchool.

 - c. Once you have added your first student, you can select the +Add Student button to add another.
 - d. Please note that your students listed toward the bottom will have each grade listed, too. This is another way for those parents of students with duplicate names to ensure they have the correct student.

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[I don't see my school district](#)

Please select your school:






Pewamo Westphalia Elementary School




Pewamo Westphalia Middle-High School

Students ID or first name Student's last name


 Add Student

Selected Students:

Name	School	Grade	
	Pewamo Westphalia Middle-High School		
	Pewamo Westphalia Middle-High School		
	Pewamo Westphalia Middle-High School		


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6. Check the Captcha box (number 1) and then Continue (number 2)

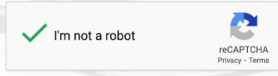
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Selected Students:



Name	School	Grade	
	Pewamo Westphalia Middle-High School		
	Pewamo Westphalia Middle-High School		
	Pewamo Westphalia Middle-High School		

1 




2 

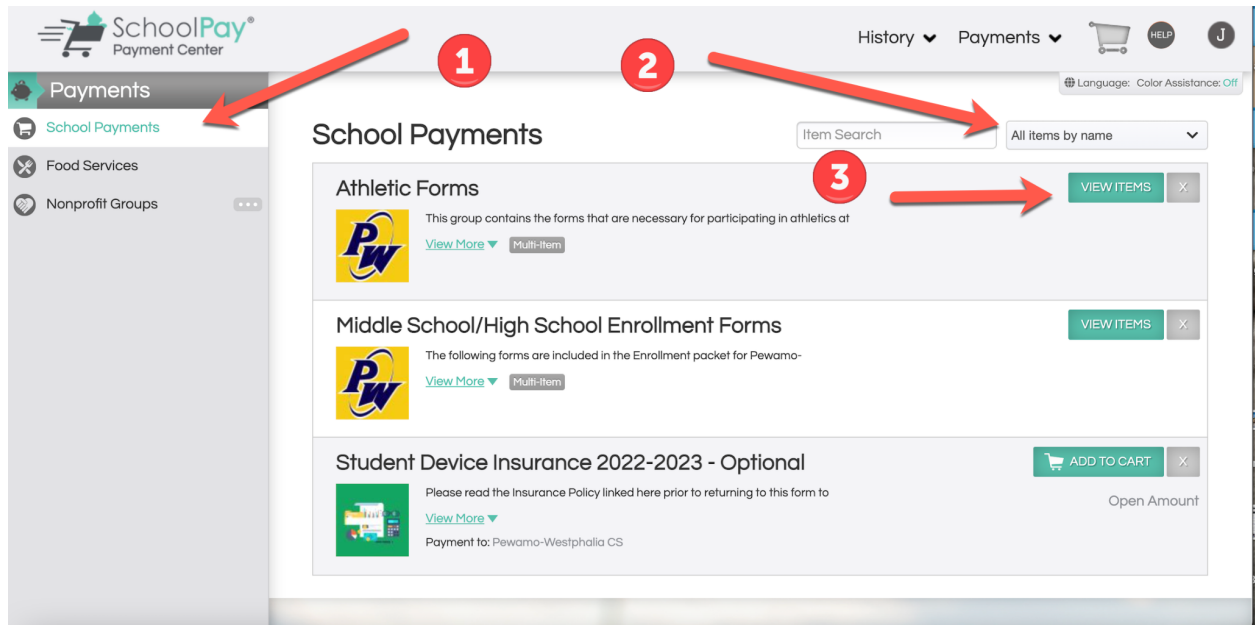


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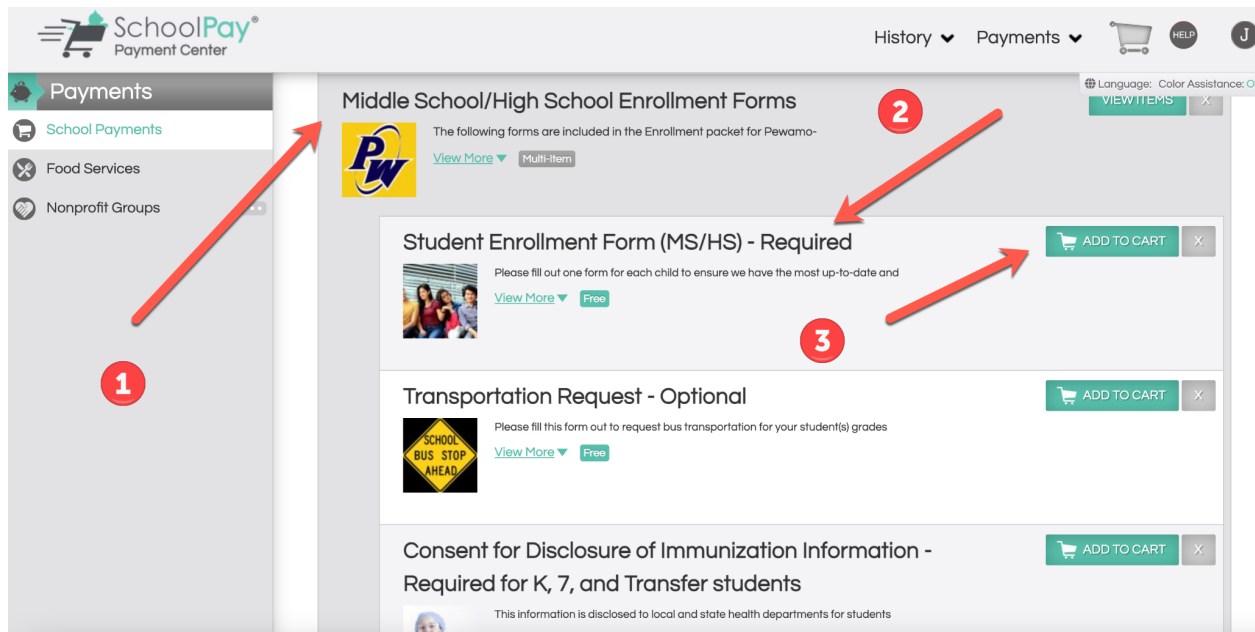
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Custom K12 Storefronts 

7. Once you have created the account, you are able to login and see what forms exist for your students and what payments might possibly need to be made. Your home screen contains that list as seen below; item 1 shows you how to locate all forms and payments assigned by grade/building to your student, item 2 allows you to switch between your students if you have more than one student at P-W Community Schools, and item three is where you click to open folders of multiple items to see what is there, or to read an individual item description.



8. Once a multiple item form folder has been opened, it will look like this next screenshot. Item 1 names the folder; item 2 is showing you that some items are required, while others are optional. Item 3 is again showing you how to open the individual items to read the descriptions and provide information.



9. The following is the MHS Registration form. Please note the arrows detailing specific parts: item 1 is the part of the form you need to complete (it may require you to scroll

down to see all the question fields) and then Add to Cart to submit it; item 2 shows you where you can change to another student once you have filled it out for your first student, and item 3 shows you where you can change from one student to another. To go back to your list of needed forms/payments, just select School Payments on the left side menu.

SchoolPay® Payment Center

History Payments

Payments

- School Payments
- Food Services
- Nonprofit Groups

Student Enrollment Form (MS/HS) - Required

Payment to: Pewamo-Westphalia CS

Purchase for:

Additional Information Requested

Today's date *

Preferred start date *

Grade entering *

Select from

Student's legal last name *

← Add and Continue Shopping

Buy for Another Student

Check Out

The district does understand that many of you have several students here and that much of this information is repetitive. However, by offering this site to you 24 hours a day for several weeks prior to the start of the school year, we hope it is more convenient for you than having to hand write the same information a number of times the week school begins. This will help the school in not only conserving paper and ink, but also saves our secretary's time in deciphering handwritten letters and numbers, which is often connected to important emergency information that we need to have correct for the safety of your students. Please remember that I am happy to help you with this as well.

Thank you - Onward Pirates!
 Mrs. Johnston
 sjohnston@pwschools.org