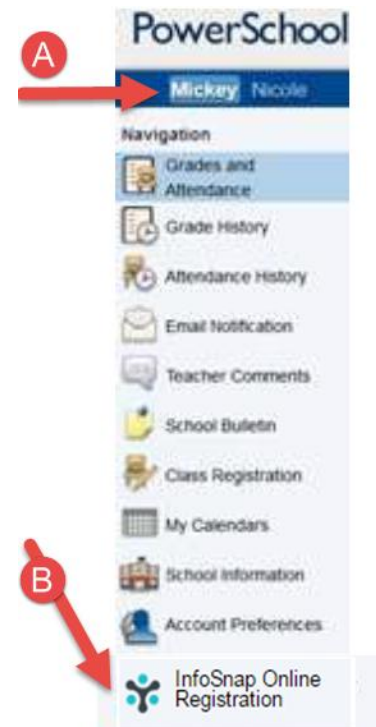


Lee's Summit R-7 School District
Online Student InfoSnap Registration Directions

The process of online registration begins in the PowerSchool Parent Portal with your existing credentials. If you have not created this account, please follow the PowerSchool-Parent Portal Directions first.

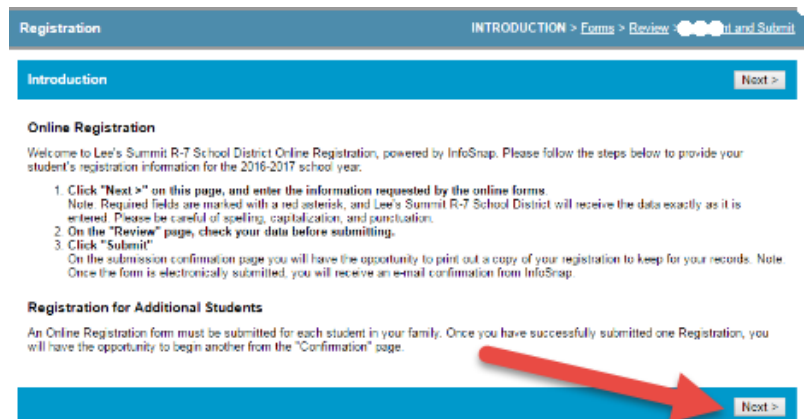


1. Log into your PowerSchool Parent Portal at:
<https://powerschool.lsr7.org/public/>
 - a. Click the student tab for the child you wish to register first
 - b. Click InfoSnap Student Registration tab (bottom of left navigation)
2. Click the student tab for the child you wish to register
3. The InfoSnap registration update website will launch
 - a. NOTE: The student record can only be updated once a year and may NOT be edited once submitted. If a parent or any other person with access to the student's Parent Portal submits the form, another parent will not be able to make changes in InfoSnap. Additional changes in this situation will need to be made by contacting the child's school directly.

4. When you log in, you will be asked to validate your student by confirming an identifying question presented on the screen (i.e., student DOB). The first time you log into InfoSnap, you will need to agree to the terms and conditions of the site by:

- a. Click > I agree
- b. Click > Begin Forms

5. Directions will be presented so please read them carefully > Click Next



6. Some information will be pre-populated from the current data in the District's student information system, PowerSchool. Please make sure you read each screen carefully and update fields as needed. Example, if your address has changed, please update the address information.

NOTE: There are certain fields that you will not be allowed to update and those will be grayed out.

7. All student files must have a current proof of residency on file. When you reach the Document Upload screen, please make sure to upload a current electric, gas (not propane), water, or sewer bill. To learn more about acceptable forms of residency documentation visit the Residency information page:

Document Upload

Please note: If you are submitting KCPL we have must have both page one and two of the bill to prove residency. Both pages will need to be scanned as one document and uploaded as a single file. Examples of proof of residency are [found here](#).

Proof of Residency Within Lee's Summit R-7 School District Boundaries

Residency must generally be proven with a current utility bill (only electricity, gas (not propane), water, or sewer water) that meets the following requirements:

- The bill must show the parent/guardian(s) name.
- Billing/statement date.
- For August enrollment/registration the billing/statement date must be June, July or August.
- For enrollment at other times, the billing date must be within 30 days of the date the student is attempting to enroll.
- The service address.
- No final or disconnect notices will be accepted.
- On-line payment information will be accepted only from the utility company (not a third party pay service) and include all the information listed above.

If a parent/guardian is unable to produce a utility bill, the parent/guardian may prove residency in one of the following ways:

- A. An existing rental/lease agreement will be accepted as proof of residency only if all utilities are included in the rental/lease agreement (such that the parent/guardian is unable to produce a utility bill). The rental/lease agreement must include the following:
- Date of the agreement.
 - Name of Lessee and Lessor.
 - Address of Lessee and Lessor.
 - Phone number of Lessee and Lessor.
 - Signature of Lessee and Lessor.
 - The document states that all utilities are included.
- B. A new lease closing document reflecting that the parent/guardian has taken possession of property located within the LSR-7 district within the past 30 days. The rental/lease agreement must include the following:
- Date of the agreement.
 - Name of Lessee and Lessor.
 - Address of Lessee and Lessor.
 - Phone number of Lessee and Lessor.
 - Signature of Lessee and Lessor.
 - The document states that all utilities are included.
- C. If both the student AND parent(s)/guardian(s) are living with a district resident, notarized district forms (R1 and R2) are required with the resident's proof of residency. These standard forms are available at each school's office and original notarized forms must be returned to the school.

Please upload proof of residency:

Document upload is disabled for preview.

[Upload Document...](#) | [Delete](#)

Document upload is disabled for preview.

[Upload Document...](#) | [Delete](#)



<http://www.lsr7.org/parents/enroll/>

8. All student files must be current on Immunizations. If the Document Upload screen shows Immunization Upload button, please upload the most current student immunization record. For more information about immunizations in Lee's Summit visit <http://www.lsr7.org/parents/enroll/>

9. Proceed through the remainder of the screens by Clicking > Next.

10. IMPORTANT - You will only be allowed to Submit the screen one time. **IF YOU HAVE NOT UPLOADED PROOF OF RESIDENCY OR IMMUNIZATIONS (if requested), PLEASE DO NOT SUBMIT.** These required forms must be present for full approval and for your student to be given their schedule at the secondary level or placed on a class list at the elementary level. InfoSnap provides 24-hour assistance for questions by clicking Contact Us. Building staff are also available for questions.

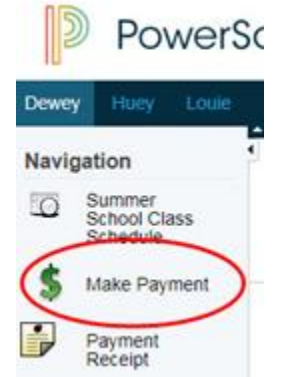
11. Once you click Submit, you will get the Submission Complete Screen. You are now ready to enter data for another child (see 11b) or Make Payment (see 11a).

11a. Make Payment > Click on the Make Payment Link on the Submission Screen and follow the Paying Online Directions shown below.

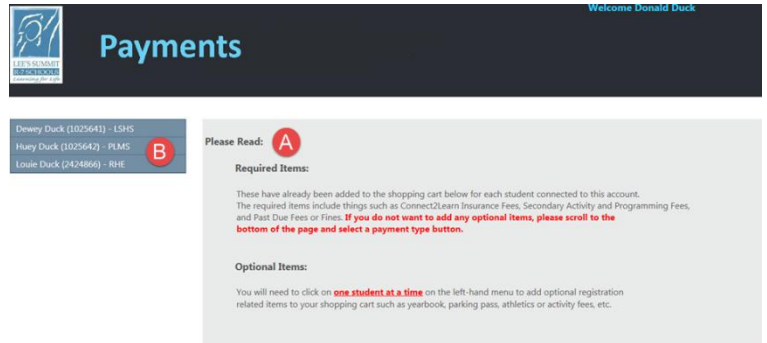
11b. To update student data for another student, please return to the PowerSchool Parent Portal. Click on the tab of the next child's name as shown in Step 1a.

Lee's Summit R-7 School District
Directions for Making Payment for Student School Related Items

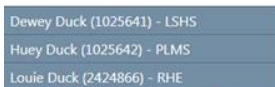
The process to Make Payment begins in the PowerSchool Parent Portal with your existing credentials. If you have not created this account, please follow the [PowerSchool-Parent Portal Directions](#) first. The online payment application is best viewed on a computer or tablet and not on smartphones.



1. Log into your PowerSchool Parent Portal at: <https://powerschool.lsr7.org/public/>
2. Click > Make Payment
3. On the next screen, you will find the following items:
 - a. Important information to read
 - b. Name(s) of child(ren) associated with your Parent/Guardian account
 - c. Shopping cart displays all required items that are associated with the child(ren) pre-loaded into your cart. *For example, you will see the Chromebook Insurance has already been added to this cart for two students.*



4. If you are ready to make Payment > Click the Pay Online button at the bottom of the screen. Then skip to step #7.
 - a. NOTE - paying online will help you avoid lines at the school



Click on the name of the child first

Optional Items

Qty	Check to add / Uncheck to remove	Item Description	Cost
1	<input type="checkbox"/>	MSHSAA Activities Participation Fee	\$50.00
1	<input type="checkbox"/>	MSHSAA Activities Participation Fee (Family)	\$100.00
1	<input type="checkbox"/>	MSHSAA Sports Participation Fee (Family)	\$100.00
1	<input type="checkbox"/>	MSHSAA Sports Participation Fee	\$50.00
1	<input type="checkbox"/>	Parking Permit Fee	\$25.00

Click the box for each additional item you wish to add for that child.

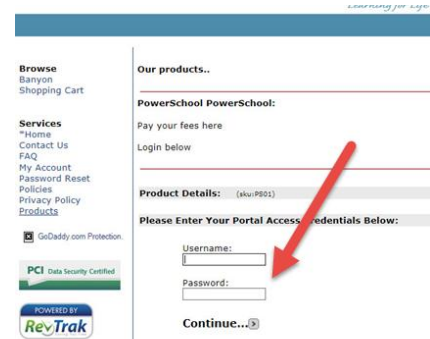
5. If you wish to add Optional Items such as MSHSAA Activities Participation, Parking Pass, etc. simply click on the Name of the child you wish to add the items for and then click on the Check Box. They will then appear in your cart. NOTE - not all schools have additional items. Quantity on some items (ie., PE clothing) may be updated if multiple items are requested prior to clicking the check box to add.

6. When your cart is now ready for Payment > Click the Pay Online button

7. A window will appear notifying you that you are leaving the school district site and moving to the Payment processing website called RevTrak. Click > OK to proceed

8. Enter your PowerSchool Parent Portal username and password to transfer your cart into RevTrak.

9. The items will appear but you must Select each one by clicking the Checkbox as shown in the red square below.



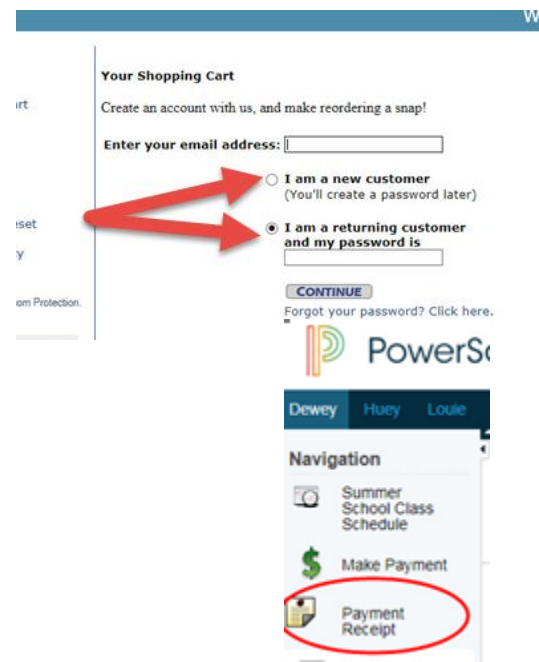
10. On the next screen you can remove an item > Click the red X under Remove

11. When cart is ready, Click > Go to Checkout

12. You are now ready to pay, but you must create a unique account in RevTrak if you do not have one. Click > new customer or Click Returning

13. Once you are logged in, your cart should appear. Enter in your billing account information for your credit card. Click > Continue

14. Enter your Credit card information and then Click > Verify Info



15. Click > Complete Order (An email will be sent to your email address from RevTrak)

16. If you want a receipt from PowerSchool, you can log back into PowerSchool and click Payment Receipt on the left-hand menu to print a receipt.

**Lee's Summit R-7 School District
PowerSchool Parent Portal Directions**

1. Make sure you have the confidential PowerSchool **Access Information** for each child in your family. If you have lost the unique **Access ID and Password document that was mailed to you**, contact PowerSchool at <http://www.lsr7.org/contact-us/> or contact your student's school office
2. Go to this website > <https://powerschool.lsr7.org/public/>
3. Click > Create Account tab (If you have already created your parent account, sign in using your username and password)
4. Click > Create Account button
5. Complete the first section of the page **Create Parent Account**
 - o Name
 - o Email address that you wish to use to receive communications from PowerSchool
 - o Desired username for your account
 - o Password for your parent portal account

NOTE - Each Parent can create their own account

6. Complete the second section of the page titled **Link Students to Account**
 - Student Name
 - Access ID (see the confidential information that was mailed or handed to you specific to your child)
 - Access Password (see the confidential information that was mailed or handed to you and specific to your child)
 - Enter Relationship

7. Click > Enter to Save this page

The screenshot shows the 'Create Parent Account' form with the following fields: First Name (Abraham), Last Name (Lincoln), Email (honest.abe@usa.gov), Desired Username (honest.abe), Password (masked with asterisks), and Re-enter Password (masked with asterisks). A 'Strong' indicator is visible next to the password field. Below this is the 'Link Students to Account' section, which contains two rows of student information. Each row includes fields for Student Name, Access ID, Access Password, and Relationship (dropdown menu). Red arrows and numbers 1 and 2 highlight the 'Create Parent Account' and 'Link Students to Account' sections respectively.

If you need to add additional students:

1. Click > **Account Preferences** icon after logging in
2. Click > **Students Tab**
3. Click > **ADD**
4. Click > **Submit**

The screenshot shows the 'Add Student' dialog box with the following fields: Student Name, Access ID, Access Password, and Relationship (dropdown menu). A yellow arrow and number 1 point to the 'Add Student' button. The dialog box also includes a '?' icon and 'Cancel' and 'Submit' buttons.

In the Parent Portal, you can navigate between students by clicking on the student's name as shown here. To learn more about the PowerSchool Parent Portal go to http://www.lsr7.org/wp-content/uploads/2015/09/PowerSchool_Parent_SSO.pdf.

NOTE: Depending on your student's grade level, not all information shown in the directions may be viewable.

