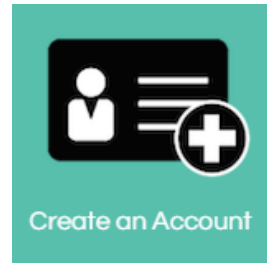


Processing Payment Online: PSD Students ONLY

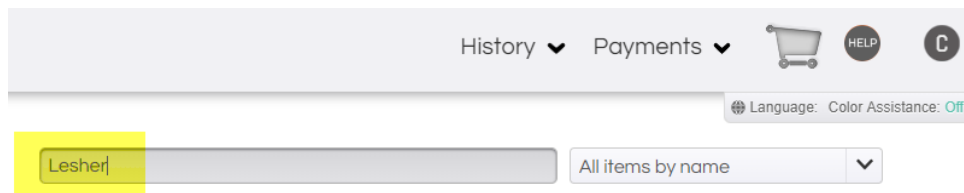
To process payment for a PSD student, the payer will need a SchoolPay account. If you do not have a SchoolPay account, create a SchoolPay account via the following steps:

1. Go to the PSD SchoolPay webpage: <https://psdschools.schoolpay.com/>
2. Click on “Create an Account.”
3. Enter the information in the boxes provided.
 - a. Your name and contact information (the email you provide will be used as your login username)
 - b. Your child’s or children’s school, student ID(s), and last name(s)
4. You will be sent an email with a randomly generated password. Enter that password into the into the “Random Password” box on SchoolPay, then enter your new password. When you’re finished, click “Set Password.”
5. Go back to the PSD SchoolPay webpage. Log in using the email you supplied in the account creation process and the password you set in step 4. You should now have access to SchoolPay for your student(s).



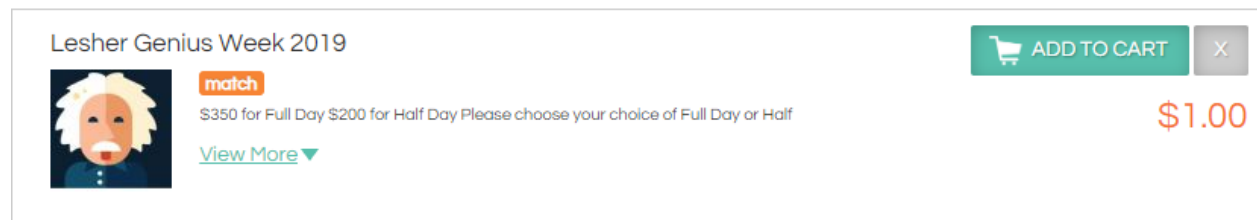
How to process payment for Leshar Genius Week:

1. Log in to SchoolPay via the PSD SchoolPay webpage: <https://psdschools.schoolpay.com/>
2. Using the search bar in the upper left of the screen, type in “Leshar” and hit ENTER to search.

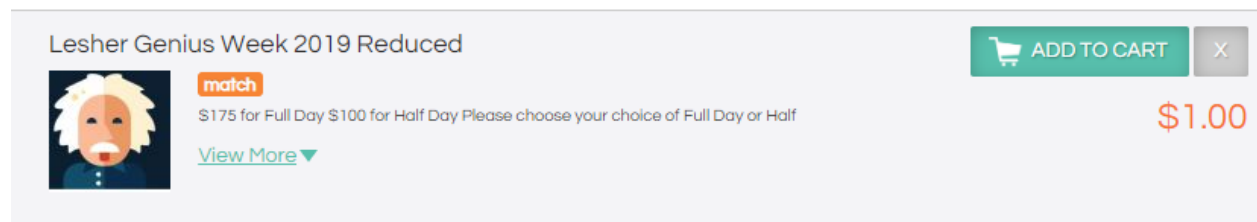


You will see one of two items depending on whether your student qualifies for a fee/charge waiver*:

- a. *Full Price for Students without fee/charge waiver*



- b. *Half Price for Students who qualify for a fee/charge waiver*



3. To pay for your student, click “Add to Cart.” The window will reload as shown below:

Contact Jeannie Mitchell at Leshar Middle School with any questions regarding payment processing. She can be reached at 970-472-3872 or jeaniem@psdschools.org.

Processing Payment Online: PSD Students ONLY

Lesher Genius Week 2019

Payment to: Poudre School District
Item Amount: **\$1.00**
+ Additional Fees:

Purchase for:
Conor [REDACTED]

Additional Information Requested
Full Day or Half Day? *
Select from

\$350 for Full Day
\$200 for Half Day

Please choose your choice of Full Day or Half Day from the drop down and your price will update.

Students who qualify for a waiver pay a reduced cost of \$175.00 for Full Day, \$100 for Half Day. Do not use this

Check Out ▶

4. In the image above, ignore the \$1.00 price. It will update once you choose your class choice. Choose which of your students you would like to register for the Genius Week program in the dropdown under “Purchase For.” Then choose “Full Day” or “Half Day” from the drop down. Once you’ve chosen your options, click “Check Out.”

5. The next window you’ll see is your cart. The price should match the option you chose. The total listed in the bottom right corner includes the convenience fee. If amount and student look correct, click “Billing.”

Cart

Language: Color Assistance: Off

1 2 3

Lesher Genius Week 2019 **\$350.00**

To: Poudre School District
For: Conor [REDACTED]
Quantity: 1

Total: \$361.76

Empty Cart

ITEMS BILLING

6. At this point you’ll be prompted to enter your payment information and process payment. Enter your credit card information and click submit to finalize payment. Once payment is finalized, you’re done!

Contact Jeannie Mitchell at Lesher Middle School with any questions regarding payment processing. She can be reached at 970-472-3872 or jeanniem@psdschools.org.

Processing Payment Online: PSD Students ONLY

Applying for and Receiving a Fee/Charge Waiver for Lesher Genius Week

To have eligible fees/charges waived, you must:

1. Be approved to receive free or reduced-priced meals for the current school year. See federal income and eligibility requirements and apply online on the [Free and Reduced Lunch web page](#).
2. Complete the Permission to Share Information for Fee/Charge Waivers form for the current school year, which gives PSD's Child Nutrition Department permission to share your child's eligibility status with other district officials. These officials must also maintain confidentiality of your child's eligibility status.

You may complete the Permission to Share form at your child's school or by accessing your child's account on-line via [ParentVue](#). Contact your child's school if you need assistance or need a new activation code to access the account.

This form must be submitted each school year to have fees and charges waived for that school year.

Your child's eligibility for free or reduced-price meals will not be affected if you choose not to submit the Permission to Share form.

For more information about the fees/charges, fee waivers, and free and reduced lunch program eligibility, please visit <https://www.psdschools.org/fees>.

Contact Jeannie Mitchell at Lesher Middle School with any questions regarding payment processing. She can be reached at 970-472-3872 or jeanniem@psdschools.org.