

- Click on 2021-2022 Online Registration
- Click on Family Icon
- Make sure you are in the 2021-2022 School Year
  - If you forgot your username or password, click on the Forgot your password or username link.
- Read the Note from the District with registration information.
  - The 2021-2022 School Supply List is located here
  - If you are interested in grocery store vouchers, please click on the link for the Supplemental Food Program.
- Click on Register for 2021-2022 link on the left side of the screen.
- Click on Start/Continue the Registration Process
  - Click on the Blue link “Downloadable Forms” if:
    - your middle school child is participating in band or choir
      - Under “School Day Forms” fill out the form for 6<sup>th</sup> Grade Band or 7<sup>th</sup> & 8<sup>th</sup> Grade Band/Choir
    - you need any medical or health forms for your child
- Click “Next” at the top right hand of the screen.
  - Contact Information: Please update this page with your current information. You can check mark next to phone numbers if you want messages sent to your phone.
- Click “Next” at the top right hand of the screen.
  - Student Demographics: Please double check that all information is correct. Only the boxes in white can be changed. If you have a correction with the information in blue, please contact Crystal in the office at 712-475-3311 ext. 202.
- Click “Next” at the top right hand of the screen.
  - Custom Fields: Please fill out all questions listed.
- Click “Next” at the top right hand of the screen and fill out information for all children. Click “Finish” to complete registration. This will take you back to the Registration Dashboard.
- Next to the Blue “Lunch” link you will see how much is in your lunch account. Breakfast and Lunch will be free again this year, but money is needed in your account for ala carte.
  - To add lunch money online: Click on the Blue “Lunch” link. At the top of the screen, click the blue box “JMC Online Deposit”. Enter your card information. There will be a convenience fee for using a card. Once your information is entered, click submit.

- Next to the Blue “Tuition/Fees” link you will see what your balance is for textbook fees. The red amount is what you owe.
  - To pay textbook fees and/or other items like semester milk for elementary students or activity tickets online: Click on the Blue “Tuition/Fees” link. If you would like your Tuition/Fees waived, you will need to fill out a Free & Reduced Lunch Application.
    - If you are only paying textbook fees, at the top of the screen, click the blue box “Pay My Bill”. If you have multiple charges for students, you will need to click on one item and hold down the “Shift” key to highlight the rest of your charges. Once highlighted, click “Ok”. Enter your card information. There will be a convenience fee for using a card. Once your information is entered, click submit.
    - If you would like to purchase semester milk for students K-5, or activity tickets for students or adults, at the top of the screen, click the blue box “Purchase Items”.
      - To make sure you are selecting charges for the correct student, select the drop-down arrow for each student to add charges. Once items are added, click “Check Out. Enter your card information. There will be a convenience fee for using a card. Once your information is entered, click submit.
- Free & Reduced Lunch Application: breakfast and Lunch will be free again this year, but by filling out a Free and Reduced Lunch Application, you may qualify to receive P-EBT benefits and a waiver on your tuition/fees.
  - Click on the Blue “Meals Application”. Go through the pages and enter all information. Once submitted, we will contact you regarding qualification.