

West Franklin U.S.D. #287

510 East Franklin, Pomona, KS 66076

Phone 785-566-3396

Fax 785-566-8325

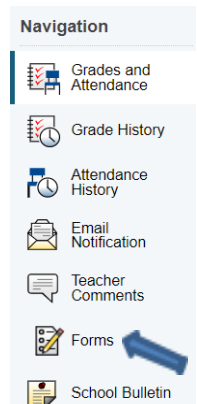
Dear West Franklin Parent:

The On-Line Registration program opens beginning July 1st for you to enroll your student(s). USD 287 asks that registration be completed by August 1st. For those unable to complete the process on their own prior to August 1st please contact your building secretary.

If you have trouble logging into your Parent Portal, use the [Forgot Username or Password?](#) link provided on the login page.

ENROLLMENT EXPRESS FORMS:

- ❖ Once logged into your PowerSchool Parent Portal please click the **Forms** icon on the left hand navigation bar.
- ❖ Complete all 6 enrollment forms beginning with the 1. **Student Change of Address** form and ending with the 6. **Permissions & Agreements** form.
- ❖ After each tab, please click the **Submit** button to save your data and advance to the next tab.
- ❖ Where applicable, the information we currently have on file for your student(s) will auto populate into the form fields. Please check for accuracy and make any corrections needed to existing information.
- ❖ Once you have successfully completed and submitted all sections of the enrollment form, it will be sent to the school for approval.



Icons - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

APPROVAL:

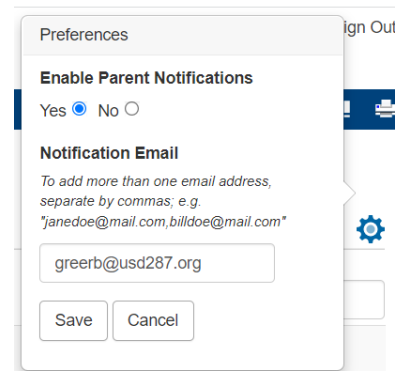
Once all forms are submitted, it will go into a pending state until an administrator approves or rejects the submission. If the response to the form was rejected, the form will be highlighted red in the form list and the status will be rejected. Clicking the form name will display a pop-up window, letting you know the form was rejected and the reason the form was rejected, and any actions needed to be taken.

- o Click the **Edit Rejected** button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status

PARENT NOTIFICATION:

Registration forms may be set up to send notifications to parents of submission or a change in status. By enabling this notification setting, you will receive an email when a form's status moves from Pending to Approved or Rejected.

- On the **Forms** page click on the **Setting** icon
- From the Parent Preferences dialog you can choose whether you wish to receive email notifications..



Please complete the **On-Line Free and Reduced Meal Application** using the link on our website. You MUST complete the KSDE Free and Reduced Meal Application to be eligible for free or reduced price meals.

Our website also contains forms and links to forms you may need to print.

Enrollment fees will need to be paid using the RevTrak link on the district website www.usd287.org or payment can be made to your school office. Please be aware, some high school courses may have additional fees.



Enrollment fees for West Franklin schools are listed below:

West Franklin USD#287				
All K-12 Student Fees:		Meal Pricing:		
Enrollment Fee	\$75.00		Breakfast	Lunch
		Elem	\$2.50	\$3.60
		MS/HS	\$2.60	\$3.70
		Adult	\$3.00	\$4.50
		Reduced Meals	\$0.30	\$0.40
		Extra Milk	\$0.50	\$0.50
Optional Athletic Pass:				
Individual	\$60.00			
Family	\$150.00			

To Enable, Empower and Educate those we serve.