

# ONLINE REGISTRATION GUIDE

Online Registration for the current school year can be completed online. Using a *computer* is highly recommended for this process; however **if you are using a mobile device, you will want to click on the JMC *DESKTOP* link in the lower portion of the phone's *web browser*. You cannot use the JMC Family App to complete registration.** Follow the steps and links below to get started.

From the school web page, <https://www.treynorschools.org>, go to the Quicklinks menu in the middle of the page and select [JMC All Access](#). Next, choose "FAMILY" from the options. **CHOOSE CURRENT YEAR FROM THE DROP-DOWN MENU**



Log in with your username, which is typically the *parent's* last name (unless there is more than one family with the same last name) and your password.

The home screen will contain registration instructions, which is also included in this document.

**New parents:** If you did not fill out a registration form and indicate your password, your auto-assigned password will be set to your PK/KDG or *oldest* child's student's birth month *3-letter abbreviation*, two-digit birth *day* and two-digit birth *year*. For instance, if a child's birth date is March 10, 2012, your parent password would be MAR1012. If a child's birth date is August 3, 2012, the parent password would be AUG0312. *If you did not register for Kindergarten or as a new family, then we may not have your child's information entered into our JMC database yet. Refer to the [New Family Registration webpage](#) and/or call the Supt. Office at 712-487-3414 x4 to get your information entered into JMC.*

# STEP ONE - Register Student

Click on "Register for School" and then "Start/Continue Registration Process"



Click on START/CONTINUE THE REGISTRATION PROCESS to begin.

**Welcome to the 2024-2025 Registration Dashboard!**

Below are items to be done before the start of the school year.

1. → ☒ [Start/Continue the Registration Process](#) (Last Date Completed: 7/30/2024 4:30 PM)

12. ☐ [Custom Fields](#)

13. ☐ [Health Custom Fields](#)

This link will lead you to forms that require a signature by your school.

2. → ☐ [Sign Forms](#) (0 of 14)

Next to each link is your balance for that account. Follow the link(s) to see more detail.

3. → [Lunch](#) (Balance: \$0.00)

[Tuition/Fees](#) (Balance: \$- )

The below link will lead you to informational documents that you can download.

[Downloadable Links](#) (Last date visited: 7/30/2024 4:30 PM)

The following link will bring you to the Application for Educational Benefits to apply for free/reduced meals.

4. → [Application for Educational Benefits](#)

[Meal Benefits Information Letter](#)

Follow the on-screen directions, clicking NEXT in the upper right to proceed.

## CONTACT INFORMATION

Your first option will be checking and/or editing parent contact information. Add or modify your address, email address(es) and phone numbers. NOTE: Any changes made to your contact information has to be confirmed by office personnel before the changes are visible to you.

In the Message Service box next to each phone number, select the type of notice(s) to receive to that particular phone number (you can select more than one). The options include:

- SMS/Text Message is for cell phone text messages.
- Emergency/Weather Related would be messages like late starts, early dismissals, no school.
- Student Related would be academic or sport notices (i.e. practice cancelled, excessive tardiness/absences).
- General School Information would be reminder messages related to conferences and registration.

**Contact Information**

Title:  First:  Last:

Address:

Address2:

City:  State:  Zip:

Password:

Email 1:  Email 2:  Email 3:

Email 4:  Email 5:  Email 6:

Email 7:  Email 8:

\*Important Messaging Information

Phone	Type	Description	Messaging service
Phone 1: <input type="text" value="402-555-1212"/>	Type: <input type="text" value="Cell 1"/>	Description: <input type="text" value="Ray Cell Phone"/>	<b>Messaging service Phone #1</b> <input checked="" type="checkbox"/> SMS(Text Message) <input checked="" type="checkbox"/> Emergency/Weather Related <input type="checkbox"/> Student/Lunch Related <input type="checkbox"/> General School Information
Phone 2: <input type="text" value="402-867-5309"/>	Type: <input type="text" value="Cell 2"/>	Description: <input type="text" value="Jenny's Number"/>	<b>Messaging service Phone #2</b> <input type="checkbox"/> SMS(Text Message) <input type="checkbox"/> Emergency/Weather Related <input checked="" type="checkbox"/> Student/Lunch Related <input checked="" type="checkbox"/> General School Information

At the very least, you should have at least one phone number marked to receive Emergency/Weather Related information. This type of information would be relayed via phone call, text message and email.

## STUDENT INFORMATION

After confirming and/or editing your contact information, your next screen(s) will display your child's information. Please note that some information is grayed out and not allowed for editing by the parent. If you find an error in your child's information (e.g. birth date), please add that information to the optional comments section so the office can correct that information.

## STUDENT CUSTOM QUESTIONS

The next section will ask custom questions and health questions for each child. Keep in mind that questions presented may be different for each student, depending on their grade level. *Fields that are starred are required fields, so you will not be able proceed unless you answer these questions.*

Click NEXT until reaching the last child's questions.

Click FINISH.

Click OK. This will generate an email to you.

***But wait... you're not done. From the Registration Dashboard:***

## STEP TWO - Sign Relevant Forms

Click on the "Sign Forms" link in the middle of the REGISTRATION DASHBOARD menu. Any forms that have been loaded for your child(ren) will appear in this menu. Click on the form to download and review a copy. **VERY IMPORTANT NOTE:** Many of the forms are district-wide and apply to all children in all buildings; however, there may be some forms that are *specific to a child in different buildings*. **For that reason, you will want to click the drop-down menu for each child (see image below for where to click to find each child) to see if there are forms that require signatures under your other children.**

[Click here for instructions.](#)

Cardinal, Joseph Ray ▼

Form	Deadline Date	Single Contact Signature	Contact Signature	Contact Signature Date	Student S
AUP 605.6R1 2018Jan8.pdf ⓘ	08/31/2023	True	Add Contact Signature		
AUTHORIZATION FOR DIRECTORY INFO.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Chromebook handbook 2023-24.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Google For Education Parent Consent.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Early Release Permission Form.pdf ⓘ	08/31/2023	True	Add Contact Signature		
FACT_SHEET_CONCUSSIONS_1118_FINAL 2022.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Insurance Waiver.pdf ⓘ	08/31/2023	True	Add Contact Signature		
OTC Med Agreement.pdf ⓘ	08/24/2023	True	Add Contact Signature		
MSHS Student Handbook 2023-2024.pdf ⓘ	08/31/2023	True	Add Contact Signature		
Chromebook handbook 2023-24.pdf ⓘ	08/31/2023	False			
Treynor Activities Parent Handbook.pdf ⓘ	08/31/2023	True	Add Contact Signature		

Any form that still requires a signature will have the option to click “Add Signature” (see image to the right). You will then need to scroll down to the bottom of the web page to see the signature field.



Follow the on-screen instructions for adding your electronic signature.

*For MS and HS students, there may be some forms that require their signature.*

*You can have them do this, or they will be given instructions on signing into their portal during the first week of school to sign forms.*

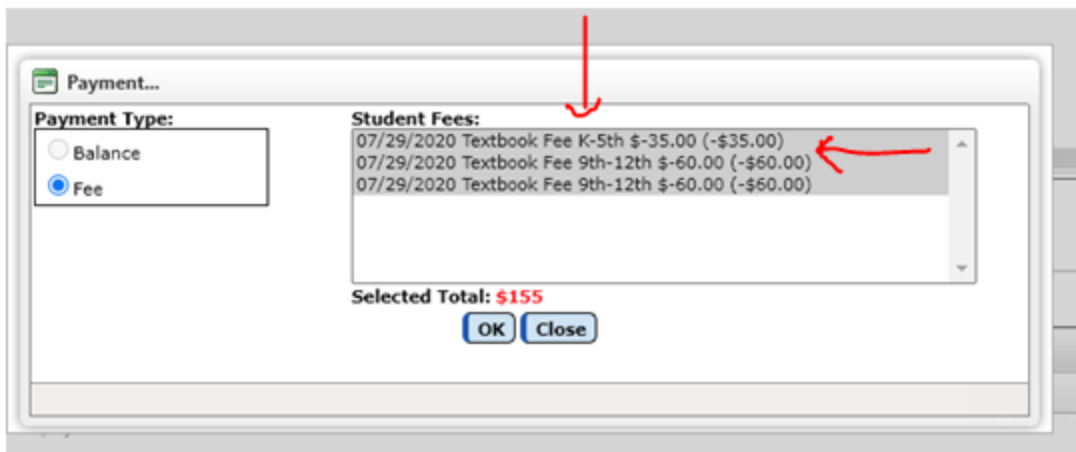
## STEP THREE - TUITION & LUNCH \$\$

The option to pay securely within JMC is available (from a **computer web browser only** or a **mobile device that has selected the DESKTOP MODE** within their browser).

Click on the Lunch or Tuition/Fees menu on the Registration Dashboard to pay required textbook fees that will have been assessed to your student(s). Likewise, click on the lunch menu to deposit money.

For Tuition Fee Payments:

- Click on PAY MY BILL
- Next select FEE in the Payment Type menu.
- **VERY IMPORTANT STEP:** Select the fee(s) you want to pay when you are in the payment screen. ***While clicking, press the shift key to highlight multiple fees.***
- Then press OK & select your payment method. (Click NEW ACCOUNT from the drop-down payment menu if you need to add a new payment method).



*NOTE: Treynor CSD and JMC does not store your credit or bank information on our servers. The processing is all handled with Payment Springs, which adheres to [PCI compliance](#) in the strictest manner. There is a convenience fee for using this service.*

### **WANT TO SEND A CHECK INSTEAD OF USING ONLINE PAYMENT SERVICES?**

If you wish to pay fees with a check, you can first find the amount owed in [JMC Parent Portal](#). Click on Tuition/Fees in the left menu. You may write a check for all your child's fees to Treynor CSD and drop the check off at in-person registration or mail to Treynor CSD, Attn: Registration, PO Box 369, Treynor, IA 51575. *Please do not include lunch money with a check for fees.*

## **STEP FOUR - Registration Forms**

Visit the [School Registration page](#) to find forms you *may* need to fill out via paper. Any paper copy registration forms can be printed and dropped off at the school or mailed to Treynor CSD, Attn: School Registration, PO Box 369, Treynor, IA 51575. Signed and scanned forms can be electronically submitted to [registration@treynorcardinals.org](mailto:registration@treynorcardinals.org).

This registration page also contains supply lists for PK-8 students at the bottom of the page. Students in 9th-12th grade do not have a supply list because each unique class may require different supplies. You can start with some of the basic supplies listed in the 8th grade supply list.

## **STEP FIVE (*Optional*) - Free/Reduced Meal**

Free and Reduced Meal Application should be made digitally within the [JMC Parent Portal](#) / Registration Dashboard. If you prefer to fill out a paper form, please follow the link to the free and reduced webpage on the Registration Web pages.

## **STEP SIX (*Optional*) - Set Alerts**

If you wish to set alerts on your account, within the JMC Parent Portal, go to the Academics / Alert Configuration Menu. Choose each child from the drop-down menu. You have several alert options, which include:

1. Low Balance Limit for the family lunch account. In addition to getting emails from the school, you can set an automatic alert based on your own criteria.
2. Period Attendance alerts (for MS/HS students only).
3. Missing Scores Alert (MS/HS students only)
4. Grade Alerts (based on a grade percentage you set per student's classes)

## STEP SEVEN (*Optional*) - Schedules/Advisors

To review or print your middle school and/or high school student's schedule, click on Academics / Schedule in the left menu. Select each child from the drop-down menu.

***Elementary class lists are not updated at this time!*** Student advisors listed in JMC will most likely show last year's teacher. **Elementary teachers will be loaded into JMC once the registration portal closes and class lists are finalized.** Look for an email from the elementary to inform you that teachers have been loaded to student's records.

Cardinal, Suzy Q ▼	Print
Treyner Elementary	Treyner IA 51575
Year	Adv - LEIGH VANWINKLE
5/31/2018	

## STEP EIGHT (*Optional*) - Activity Pass

For an activity pass, go to the [GoBound portal](#) to purchase a digital activity pass. For the 24-25 school year, because of the generosity of donors, student activity passes will be a reduced cost of \$20. **This cost will not be reflected until August 1st.**

## All finished?

***After you finish, please double-check your Registration Dashboard and ensure ALL 4 BOXES are checked (see image below) and that your fee balance is \$0.***

***Please note: Health Questions must be merged by the Office before the Health box***

***You should receive an email confirmation when it is all completed.***

## Welcome to the 2023-2024 Registration Dashboard!

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☐ [Start/Continue the Registration Process](#)

☐ [Custom Fields](#)

☐ [Health Custom Fields](#)

This link will lead you to forms that require a signature by your school.

☐ [Sign Forms](#) (0 of 10)

Next to each link is your balance for that account. Follow the link(s) to see more detail.

[Lunch](#) (Balance: \$0.00)

[Tuition/Fees](#) (Balance: \$0.00)

The below link will lead you to informational documents that you can download.

[Downloadable Links](#) (Last date visited: 8/5/2020 11:51 AM)

The following link will bring you to the Application for Educational Benefits to apply for free/reduced meal:

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[Meal Benefits Information Letter](#)

**NOTE:** If you see that the “SIGN FORMS” box is unchecked, it is important to note that many of the forms are district wide and apply to all children in all buildings; however, there may be some forms that are specific to a child based on their buildings. *For that reason*, you will want to click the drop-down menu for each child (see image below) to see if there are forms that require signatures under your other children.

Cardinal, Joseph Ray ▼

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<a href="#">Google For Education Parent Consent.pdf</a> ⓘ	08/31/2023	True	<a href="#">Add Contact Signature</a>		
<a href="#">Early Release Permission Form.pdf</a> ⓘ	08/31/2023	True	<a href="#">Add Contact Signature</a>		

## NEED HELP?

If you wish to attend in person registration instead, come to the High School Commons for in-person registration on August 6th between 4 and 7 p.m. Someone can help you register online, or you can elect to visit with a district employee to get your child(ren) registered. **Please keep in mind that in-person registration is not fully staffed and wait time may be long, so you are encouraged to complete the registration process online.**