

Hello Wildcats!

Welcome back, and welcome to our online enrollment experience.

We are trying a new process this year. You can enroll your child on your own anytime after July 6! To help cut out unneeded expenses, we are doing appointment enrollment times at the District Office starting July 22, 2024 through August 2nd, 2024. These dates will be during the day, as well as evening times. If one of these dates and times does not work for you and you require assistance you can reach out to Samantha Miller at 785-364-3650 ext.1414 or s.miller@holtonks.net.

Parents and legal guardians are the only individuals that are allowed to enroll your student. If you do not have legal guardianship, please contact us at (785) 364-3650 ext.1414 or at s.miller@holtonks.net and we will discuss what your options are. **Birth Certificates, immunization documentation and/or legal guardianship paperwork and proof of residency are required for each student enrolling if we do not already have them on file.**

Technical Support

If you forgot your username or password link for your parent portal, or your account isn't working or if you need additional assistance please email s.miller@holtonks.net or call (785) 364-3650 ext. 1414 with your name, number to reach you and the name of your student(s) and we will return your call.

NEW HOLTON USD 336 STUDENT ENROLLMENT

Video Help for enrolling your new students:

https://drive.google.com/file/d/1udqBVA9_hEieMhEBR-S0wHIPQEMxqIrh/view?usp=sharing

New students are encouraged to contact Samantha Miller at 785-364-3650 ext.1414 for assistance in registering your students as well as setting up appointments for you to meet with the counselors and principals at each building you will have students attending. Appointments will begin July 22nd and continue through August 2nd. We are hoping to have all new students enrolled by this date to allow time for scheduling of classes and transportation if needed. **ANY ENROLLMENT AFTER THE 2ND WILL NOT HAVE TRANSPORTATION AVAILABLE FOR THE FIRST 2 WEEKS OF SCHOOL.**

Q: Do I have to be on-site for new student enrollments?

A: No! You can contact Samantha Miller at 785-364-3650 ext.1414 and she can assist you with the online registration process. Once registered she will assist you with setting up an appointment with your respective school to meet counselors and principals, make copies of the documents needed to enroll as well as establish a schedule for your student and take care of payment. This can be done anytime by appointment from July 22th through August 2nd. Fees can be paid at any time during business hours at the school or District office.

Q: Can I register my student using my phone?

A: Yes, the powerschool app will work to register your students.

Q: Are / Is my student(s) considered a new student if I previously attended a USD 336 school in the past?

A: Unless you completed the prior year with USD 336, you are considered to be a “new student” and therefore will follow the steps above.

Q: What items will I need to enroll my new student(s)?

A: Please plan on bringing with you a certified copy of your student’s birth certificate, legal guardianship paperwork if you are not the student’s parent, immunization records, and proof of residency that you are in the USD 336 District such as a utility bill. We will not keep the certified copy of your birth certificate but must see it and make a copy of it.

Q: What if I can’t find copies of the documents you are asking for?

A: Not to worry, we’re not going to let that stop you from enrolling your student(s). Plan on registering your student and setting up your appointments. We will allow 45 days for you to get those documents to us if you are enrolled by September 9th. If you enroll after September 9th you will still have 15 days to get those documents to us. If you are in the process of obtaining those documents and you are nearing the end of your time limit to get them in, please communicate with us.

RETURNING USD 336 STUDENT ENROLLMENT

Video Help for enrolling your returning students:

- https://drive.google.com/file/d/1haiABW_llvciozBibmSpNXVV-f-AsZEX/view?usp=sharing

Video Help for adding a new student to your existing parent portal account

- <https://drive.google.com/file/d/16qt5fjGVd3GFGUbfkayxyORvc5hqCteE/view?usp=sharing>

Q: What are the steps to enroll my returning student(s)?

A: Basically, there are 3 steps for enrolling your returning student(s) this year.

1. Returning Student Online Enrollment - Log in to your Parent Portal on July 6th or after and you will be able to complete all documents needed for registration. Your students' names will appear on a tab at the top of the page. You will click on each student, select FORMS on the left hand side of the screen and then select ENROLLMENT across the top. As you complete each form it will move on to the next form for that student.
2. Application for Free and Reduced Priced Meals - The Federal Government will no longer be providing free meals for all students. Due to this we need every household to complete the Application for Free and Reduced Priced Meals. Please complete this application even if you feel you will not qualify as we need to have an accurate count of all our students. This also helps our district provide for ALL students' food service needs. **APPLICATIONS MUST BE FILLED OUT AFTER JULY 1.** If you do not complete the application before school starts your child will be charged for meals once school starts. If you apply at a later date and qualify we are unable to backdate the application so you will be responsible for the cost of any meal eaten prior to the application being completed.

3. E-Funds – Electronic Payments (Optional) - Fees have been assessed for all students and we would appreciate having them paid in full before **September 10, 2024.**

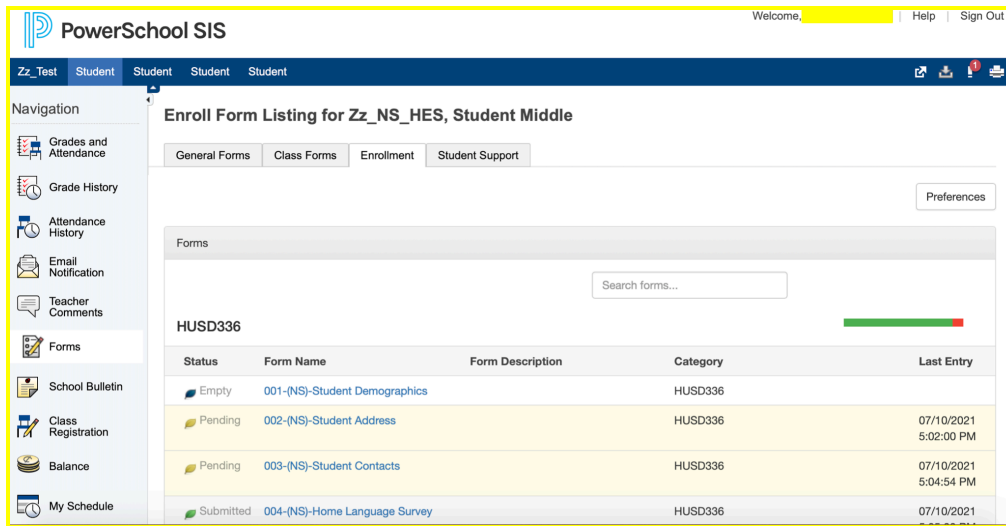
ONLINE ENROLLMENT INFORMATION / FAQ:

Q: Are you doing any paper enrollments?

A: We are not, however, we can help if you need access to a computer or if you need other assistance, plan to make an appointment with Ms. Miller at the district office from July 22, 2024 through August 2nd, 2024. We will have extended hours available.

Q: Where do I begin the process for enrolling my returning student?

A: We are enrolling returning students using a single parent portal sign on often referred to as “parent portal”. Parents and Guardians once you have logged into your portal account, will find a new icon titled “Forms” located in the navigation pane on the left hand side of your screen towards the bottom of the menu option as shown below. To log into your Parent Portal account please go to holtonks.net and click on the tab for PowerSchool - Student and Parent Portal.



The screenshot shows the PowerSchool SIS parent portal interface. The top navigation bar includes the PowerSchool SIS logo, a user name 'Zz_Test', and links for 'Help' and 'Sign Out'. The main content area is titled 'Enroll Form Listing for Zz_NS_HES, Student Middle' and features tabs for 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. A search bar labeled 'Search forms...' is present. Below the search bar, a table displays enrollment forms for the student 'HUSD336'. The table has columns for Status, Form Name, Form Description, Category, and Last Entry. The forms listed are: 'Empty' (001-(NS)-Student Demographics), 'Pending' (002-(NS)-Student Address), 'Pending' (003-(NS)-Student Contacts), and 'Submitted' (004-(NS)-Home Language Survey).

Status	Form Name	Form Description	Category	Last Entry
Empty	001-(NS)-Student Demographics		HUSD336	
Pending	002-(NS)-Student Address		HUSD336	07/10/2021 5:02:00 PM
Pending	003-(NS)-Student Contacts		HUSD336	07/10/2021 5:04:54 PM
Submitted	004-(NS)-Home Language Survey		HUSD336	07/10/2021

If you haven't used the parent portal or need any assistance in resetting your existing portal information please contact Samantha Miller at s.miller@holtonks.net or call (785) 364-3650 ext.1414 leave a number to reach you and the name of your student(s).

Q: What happens if both parents or guardians receive an email and start the process?

A: Only one person will be able to complete the enrollment process for your student(s) as the forms can only be submitted one time. If you or another person needs to clear a form submission and restart the process please call (785) 364-3650 ext. 1414 to leave us a voicemail or contact us via email at s.miller@holtonks.net.

Q: What if my student(s) have class / schedule changes?

A: You will need to take care of class / schedule changes in person and by appointment any day from July 22th through August 2nd. Any refunds due to class / schedule changes could take up to 14 days to process.

IMPORTANT!

Please note any changes to your class schedules or transportation should be taken care of prior to using your e-Funds account. Any changes made after using your e-Funds account for online payment could result in additional charges or refunds. Refunds can take up to 14 days to process.

Q: What if I don't have access to the internet or a working computer or need assistance?

A: Please plan to attend our on-site electronic enrollment day as we will have everything needed to assist you in enrolling your student(s).

Q: Can I save and return to my work later?

A: Yes.

Q: Is the online enrollment mobile friendly?

A: Yes.

Q: How do I know what Teacher my student has been assigned?

A: Once the enrollment is complete and classes assigned by HES the information regarding teacher assignments is available in the parent portal. Students at HHS and HMS can see their schedules in PowerSchool.

e-FUNDS ELECTRONIC PAYMENT INFORMATION

Q: What is e-Funds and why do I need it?

A: Along with online enrollment we're also providing the ability to pay electronically using your debit, credit, e-check. Cash and check are still accepted. Setting up an account will allow you to link all your student(s) and not only pay for enrollment fees electronically but also will allow you to pay for on-going expenses such as lunches and even more items in the future. If you have created an account already you can continue to use that account information.

Q: Do I have to create or have an e-Funds account?

A: No, this is optional, however something to keep in mind is that once this account is set up you will be able to electronically send money to your student(s) account for on-going expenses such as lunches or purchase additional items such as yearbooks and even more items in the future.

Q: What do I need to set up my e-Funds account and link my student(s)?

A: The following link will give you additional instructions for setting up your e-Funds account.
<https://drive.google.com/a/holtonks.net/file/d/1-w2blzmsbRORSWDeP5qEDuBKj0qPG9SJ/view?usp=sharing>

Q: Help, I'm working on setting up my e-Funds account and I can't find the student ID. What do I do?

A: If you do not have an account set up with e-Funds already, contact Samantha Miller at 785-364-3650 ext.1414 or by email at s.miller@holtonks.net and we will be glad to provide the information you need to set up your account. Something to keep in mind is that if you have multiple kids, your student powerschool ID(s) will be different for each of your student(s) and will be stored on the individual returning student enrollment email notification(s). If leaving a message be sure to leave your name, your students name and the reason you are calling along with a good call back number.

Q: What forms of payment are you accepting?

A: Credit, Debit, E-Check, Cash & Check

Q: Are there any transaction fees?

A: Yes, depending on the type of payment option you select the transaction fees can vary. Details regarding transaction fees are listed below and general help for setting up your e-funds account information can be found by clicking [E-Funds Parent-Step-by-Step-for-Mobile-Ver-18.06.pdf](#)

Fee Information:

- If a parent makes a credit/debit card payment, the fee is \$2.95 per \$100 of the gross total.
- If a parent makes an "in person" payment by cash or check, there is no fee.
- If a parent submits an online checking payment using a check number and the bank routing number, the fee is a flat \$1.50 per transaction.

Q: What information will I need to set up an e-Funds account?

A: You will need to link your e-Funds parent / guardian account to your student(s) using the student powerschool ID(s). If you do not have your student's ID or need assistance in locating a student ID number call Samantha Miller at (785) 364-3650 ext.1414. If leaving a message please leave your name, student name(s), description of the issue you are experiencing and a good call back number.

Alternatively, you can also send an email to s.miller@holtonks.net.

Q: Will you continue to accept partial payments or have payment plans available for enrollment fees?

A: Yes, those arrangements can be made during the on-site enrollment day by asking to speak to Samantha Miller or by contacting Samantha Miller at 785-364-3650 ext.1414 or visiting with her at the District Office located at 515 Pennsylvania Ave. We will be glad to work with you and set up a payment plan so that regular monthly payments can be made in order to get your balance paid in full. After the start of the school year, someone will reach out to those not paid in order to set up a payment plan.

Q: Can you issue refunds?

A: Yes. Any refunds could take up to 14 days to process.

IMPORTANT!

Please note any changes to your class schedules or transportation should be taken care of prior to using your e-Funds account. If changes are made after your use your e-Funds account refunds can be made but will take up to 14 days to process.

e-TRITION (CHILD NUTRITION BENEFITS)

Q: Do I need to fill out a Free and Reduced Price Meal application this year?

A: Yes, it is very important that each household completes a Free and Reduced Price Meal application this year. Since we have had free meals for all students for the last 2 years it is very important that we have an application for each student to update our records.

Q: How do I complete this application?

A: When you visit www.holtonks.net a red screen with the following will appear.

Free & Reduced Price Meal Applications are available. Please take a moment to complete your household application [HERE](#).

When you click on the word [HERE](#) at the bottom of that screen it will take you to the application. The new application is very user friendly and has most of the answers to your questions. Just click on the question mark (?) for additional information on each page.

DO NOT SUBMIT THIS FORM UNTIL AFTER JULY 1, 2024!

TRANSPORTATION

Q: What is the difference between a rural rider and in-town rider?

A: A “rural rider” resides 1 or more miles from school and a “In-town” rider resides less than 1 mile from school.

Q: What if my student resides in-town West of Hwy 75?

A: All USD 336 students residing west of Hwy 75, receive free transportation to/from 5th & Comanche and/or Trail’s Café to the student's currently enrolled school.

IMPORTANT!

Please note any changes to your class schedules or transportation should be taken care of prior to using your E-Funds account. If you make changes to your schedule or transportation arrangements adjustments can be made to your account but could result in additional fees or refunds. Refunds can take up to 14 days to process.

Q: My student is a PK student, how does transportation work?

A: PK students that live in the district, will receive door to door service to/from school. Students can only have 1 drop off stop location. Please contact, Transportation Director for any questions.

Q: What do I do if my student is not riding the bus in the morning?

A: Rural riders will need to contact the bus barn at 785-364-4328 by 6:15 am. In-town riders don’t need to call.

For all transportation questions or route changes, please call 785-362-1451 and select Transportation or email transportation@holtonks.net.