SchoolPay - Parent Guide

Steps to make an easy online payment!

#1 - Login to your Parent PowerSchool Account

#2 - Click on the arrow at the top right of your screen to locate your applications

#3 - Select SchoolPay from the slideout menu
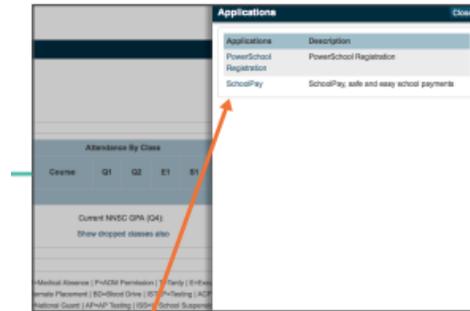
Select *SchoolPay* from the slideout menu.

#4 - This will bring you to the SchoolPay website(see below)
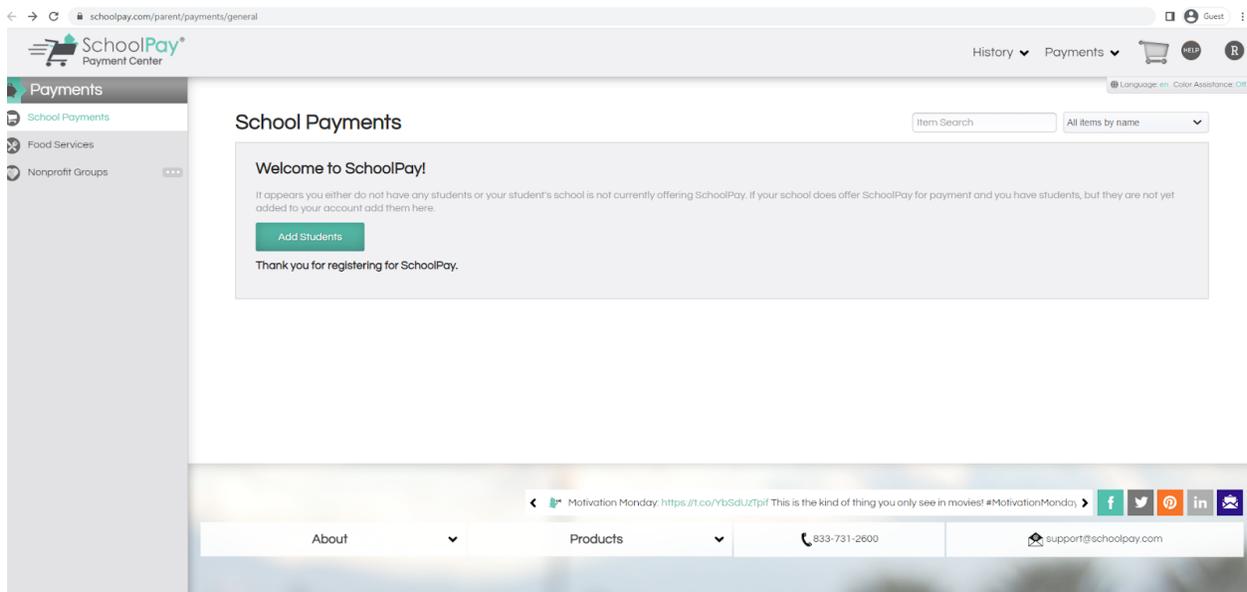
#5 - Click the Green "Add Students" button

#6 - Start typing "Sparta Area Schools" - When it appears below where you are typing click the link

#7 - Select the school your student attends (if you have more than one student attending Sparta Area Schools, you can add them later!)

Please select your school:

Appleview Elementary
Early Childhood Center
Ridgeview Elementary
Sparta ECSE
Sparta High School

#8 - Type your students First and Last name in the boxes below the school field. Please use the students full legal name that is in Powerschool - Click the Green "Add Student" button

#9 - You will get a pop-up message (see below!)

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Your student has been created.

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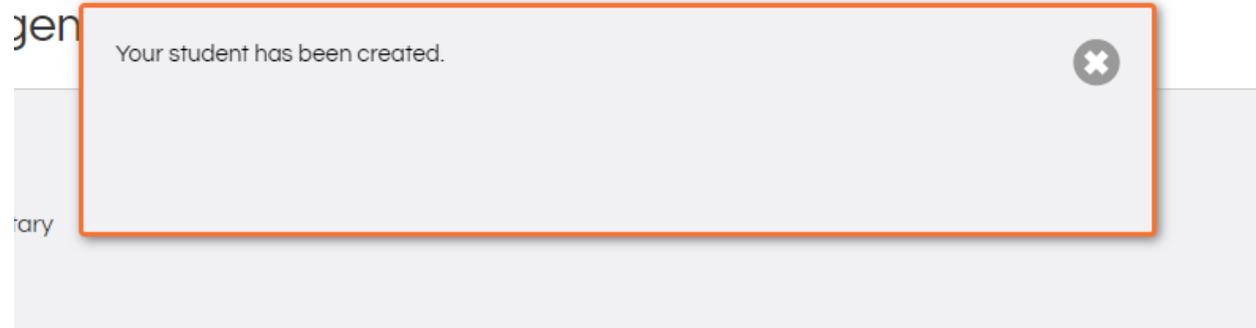
#10 - Navigate to "Payments" (top of the screen) and to "School Payments"

History ⌄   Payments ⌄

Lang

School Payments

+ Ad

Food Services

Nonprofit Groups
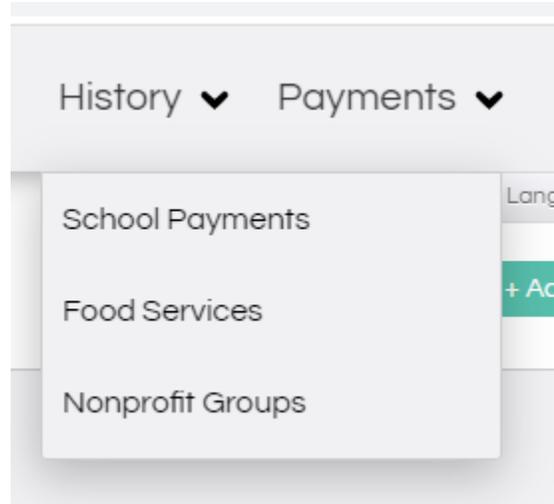
#11 - This will bring you to a screen that shows all the options you can purchase for that student (based on their school and grade)

Field Trip - 3rd Grade Lansing

Third Grade Trip to Lansing! $35 for Students $50 for Chaperones $85 Student & Chaperone **Deadline March 24,

View More ▼

Payment to: Sparta Area Schools

ADD TO CART   X

Open Amount

#12 - Click the Green "Add to Cart" button next to the Athletic Camp you wish to purchase

#13 - Enter the necessary information for the student/camp

#14 - Scroll all the way to the bottom and select "check out"

After this you will need to fill in your payment information.

Please let me know if you have any questions!!

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