Zach Elementary School

School Motto: Together We Inspire
School Mission: We commit to do our best to encourage, inspire and meet each child's needs.
School Vision: Ensure high levels of learning for all students.

Facebook: facebook.com/zachelementaryschool
Please "LIKE" us on Facebook! We make positive and celebratory posts and comments. It's a fun way to

Website: https://zac.psdschools.org/

FOR ZOLA FAMILIES ONLY – NOT PSDV
August 24th-28th

Monday, August 24th:
- Zach Online Academy (ZOLA) First Day of School
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm
- Supply Pick-up for "A" day parents: 12:00-1:00pm; K-3rd
  - Kindergarten: Classrooms
  - First Grade: Art Room
  - Second Grade: Cafeteria
  - Third Grade: Gym

- Supply Pick-up for "A" day parents: 1:30-2:30pm; 4th-5th
  - Fourth Grade: Cafeteria
  - Fifth Grade: Gym

Tuesday, August 25th:
- Zach Online Academy (ZOLA)
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm
- Supply Pick-up for "B" day parents: 12:00-1:00pm; K-3rd
  - Kindergarten: Classrooms
  - First Grade: Art Room
  - Second Grade: Cafeteria
  - Third Grade: Gym

- Supply Pick-up for "B" day parents: 1:30-2:30pm; 4th-5th
  - Fourth Grade: Cafeteria
  - Fifth Grade: Gym

Wednesday, August 26th:
- Zach Online Academy (ZOLA) First Day of Instruction: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm
- 1st Day of School Pictures! Come to Zach & take pictures in front of our new yard sign!

Thursday, August 27th:
- Zach Online Academy (ZOLA): 8:14am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm

Friday, August 28th:
- Zach Online Academy (ZOLA): 8:15-8:30am
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm
- Chalk Walk Banner: 12:00pm

Friday Student Work

On Fridays, all students need to log on to Google Meets for the Homeroom Checkin at 8:15am. It will last for 15 minutes, while the teacher takes attendance and focuses the students on the independent work for the day. Students will have the whole day to work at their pace, but the amount of hours spent on the work will not be a full school day. Student academic time suggestions per grade level:

K-1st: 45-90 minutes
2nd-3rd: 60-120 minutes
4th-5th: 90-180 minutes

Chalk Welcome Banner for the Zach Elementary Community!!!

Everyone at Zach Elementary would like to welcome all students to a new school year in our community! Whether you are a new or a returning student, please come by the Chalk Welcome Banner between Noon Friday 8/28 through Sunday evening 8/30. The sidewalk banner will be located on the north end of the school- along the sidewalk that borders Kechter Road. Find the grade level you will enter this Fall, take a picture, and sign your name in the block next to it! We'll also include administrators, office staff and specials teachers, so if you'd like to take a picture beside their blocks, feel free! Your family may post pictures to the Zach Facebook page- your teachers & staff will LOVE seeing them!! Please remember to bring your own chalk to sign your name! We look forward to welcoming back all families (remotely) to ZACH ELEMENTARY!!

Student Absence

Student absences will only be reported on ParentVue. To report an absence, log on to your ParentVue account, next to your student is a report absence button, click on that button and fill out the information for the absence. Please enter the date, choose one the reasons for absence, absence or illness, and enter a note to explain the reason for absence. Once all the information is filled out, click save.

Homeschooling, Moved or Other?

If you are doing any NON-PSD school or virtual program this year, please notify Stacey Towne at stowne@psdscshools.org so that we can remove your child from class rosters.

Parent Tech Help

Here is the PSD link for parents to get help with tech. The last button "syncing" describes how a student would logon to Google Chrome as themselves if using a family owned device. This allows them to switch users so they can get into all PSD applications easily. https://it.psdschools.org/application/parent-guides

We also have a new page on our Zach website focused on parent "Online Resources". Check it out here

Homeroom Rosters

Along with our computer software, teachers of the previous grade level look at behavioral/social/academic needs of our students, and learning phases impacts to place students into homeroom classes.

The Zach teachers are some of the most high-quality educators in the state. The Principal does not process parent requests for teacher changes, instead this is done through our grade level teams. It's important that children experience situations in safe environments where they meet new people and learn how to socially interact with people similar and different from them. In the event you feel there is absolutely no way your child can happily function in a particular homeroom after they have experienced the first week of school, then you can contact the teacher directly between Sept 1st-3rd. The teacher will then review the request with their grade level team and make a decision by Sept 4. In the event a change is made, your child would start in their new homeroom class on Sept 8th. No changes to classes are made after this time frame.

Incoming 3rd Grade CogAt Scores

The PSD Curriculum Dept is mailing home Spring CogAT score sheets to parents of last year's 2nd graders. Parents should receive a copy of these scores in about 2 weeks.

School Meals:

Any PSD student may access any PSD feeding site regardless of their school of enrollment. It's free/reduced for those families that pre-qualify. It's a paid service for all other students. You can add to your child's meal account to prepay for meals at https://schoolpay.com/

Drive thru service is available at Zach and also many bus stops in our neighborhoods (if more and a mile away). Each site will be open for food service from 11:00am-1:00pm each day, and the ZACH lunch time is noon-1pm.
For more information, check it out at this link:
https://www.psdschools.org/psd2020-21/mealsremotelearning

Students will be able to get two sack meals - one sack lunch for that day and a sack breakfast for the following morning. For menus click here

Cost of meals:

- **Free and reduced-priced meals** - Students who have qualified for free and reduced-priced meals will receive meals at no cost. For information or to apply, visit the Free and Reduced-Priced Meals website.

- **Students buying meals** will be charged the normal breakfast and lunch prices. Because of COVID-19, the district will only accept online payments through SchoolPay accounts, but no convenience fee will be charged (typically $1 per transaction).

Zach Elementary or the following places:

- Aberdour Cir At Park
- Bison Run Dr & Bison Ridge Dr
- Mummy Range At Clubhouse
- Observatory Dr & Cinquefoil Ln At Observatory Village Park
- Ridge West Dr South Of River West Dr
- Schooner Ln North Parking Lot

Required Forms to Complete Electronically

- Student Profile
  - Please log in to ParentVue and go to "Student Information." Please verify that all information is accurate. You, as the parent, can edit emergency contacts. If you need to change your address or contact information, please email Stacey Towne our Registrar, at stowne@psdschools.org to make this change.
- 2020-21 Students Rights & Code of Conduct (click to access Student/ParentVUE to read the PSD Code of Conduct): *parents and secondary students must electronically sign and acknowledge they have received and read the Code of Conduct before gaining access to Student/ParentVUE for the year.*
  - OPTIONAL: PSD Parent Non-Permission Form (click here to print and complete)

Setting up a Workspace for your Student (ATTACHMENT)

Please see attachment for information on a setting up a student workspace

SUPPLY PICKUP

One parent/guardian only (no children) can pick up their child's supplies on the following schedules. Supplies include your pre-purchased supply kit, textbooks and materials from homeroom, and laptops. Currently all 3rd-5th will have laptops unless you noted otherwise in ParentVue. Those in K-2nd that need it, we will try our best to get you a device at this pick-up date.

PLEASE BRING A RUBBERMADE CONTAINER OR LARGE BOX THAT YOU CAN PUT EVERYTHING IN TO CARRY. THOSE SPORT WAGONS WORK GREAT TOO!

For all Grade Levels attending Zach:

Please check ParentVue to see if your child is an "A" day or a "B" day

Monday, August 24 is an "A" day parent/guardian

Tuesday, August 25 is a "B" day parent/guardian

Grade	Time	Location
K	12:00-1:00	Each classroom (exterior door)
1	12:00-1:00	Art Room
2	12:00-1:00	Cafeteria
3	12:00-1:00	Gym
4	1:30-2:30	Cafeteria
5	1:30-2:30	Gym

French Club

French Club will be offered virtually beginning October 1. Follow the link below for more information and to register. Please contact Alexis Cale with any questions at alexis@frenchbyalexis.com
https://www.eventbrite.com/e/113820117034

Zola Schedule for Phase 1

Students need to log on to their Homeroom at 8:15am; 4th grade students log on to the Specials class at 8:15am. The schedule is as follows and is subject to change. WIN stands for What I need.

	K	1st	2nd	3rd	4th	5th
8:15am	Class Mtg: Attendance & Announcements	Class Mtg: Attendance & Announcements	Class Mtg: Attendance & Announcements	Class Mtg: Attendance & Announcements	Specials	Class Mtg: Attendance & Announcements
8:30am						
8:45am		Literacy	Math	Literacy	Class Mtg: Attendance & Announcements	Specials
9:00am	Literacy					
9:15am			Literacy		Math	
9:30am						Homeroom Writing
9:45am		Math	Specials	WIN		
10:00am						
10:15am			WIN	Specials		Block 1: Reading or Math
10:30am	Math	History			Literacy	
10:45am		Literacy		Literacy		
11:00am	Specials	WIN	Literacy			
11:15am				Math		Block 2: Reading or Math
11:30am	WIN	Specials			History	
11:45am	WIN		History			
12:00pm	SchoolWide Lunch & Recess					
1:00pm	Science	History	History	History	History Independent Practice	WIN
1:15pm						
1:30pm	Student Independent Practice/Teacher Office Hours	Student Independent Practice/Teacher Office Hours	Student Independent Practice/Teacher Office Hours	Student Independent Practice/Teacher Office Hours	WIN	History
1:45pm						
2:00pm	Free Centers/ Teacher Office Hours				Student Independent Practice/Teacher Office Hours	Student Independent Practice/Teacher Office Hours
2:15pm						
2:30pm	Dismissal					

Attachments

Student Calendar 2020-21

20-21 K-12 Student
Calendar_Final.pdf

Student Learning Setup

Student Learning
Pictures.pdf

ParentVue Instructions

ParentVUE
Portal.pdf

School Pay Instructions

School+Pay+Parent
+Brochure.pdf

School Messenger

School
Messenger.pdf

Fee Wavier

Fee Waiver.pdf

Poudre School District 2020-21
K-12 Student/Teacher Calendar**

AUGUST

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	(11)	B/W	B/W	T	15
16	☆	18	19	20	21	22
23	24	(25)	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	SB	(8)	9	10	11	12
13	14	15	16	17	18	19
20	21	(22)	23	24	B/W	26
27	28	29	30			

OCTOBER

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	(13)	14	E	K12	17
18	19	20	21	22	23	24
25	26	(27)	28	29	30	31

2021

NOVEMBER

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	B/W	(10)	11	12	13	14
15	16	17	18	19	20	21
22	23	(24)	SB	SB	SB	28
29	30					

DECEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18	19
20	SB	SB	SB	SB	SB	26
27	SB	SB	SB	SB		

JANUARY

S	M	T	W	TH	F	S
					SB	2
3	W	5	6	7	8	9
10	11	(12)	13	14	15	16
17	SB	19	20	21	22	23
24	25	(26)	27	28	29	30
31						

FEBRUARY

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	(9)	10	11	12	13
14	B/W	16	17	18	19	20
21	22	(23)	24	25	26	27
28						

MARCH

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	(9)	10	11	12	13
14	SB	SB	SB	SB	SB	20
21	22	(23)	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	(13)	14	15	K12	17
18	19	20	21	22	23	24
25	26	(27)	28	29	30	

MAY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	(11)	12	13	14	15
16	W	18	19	20	21	22
23	24	(25)	☆	27	28	29
30	31					

JUNE

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**PreK and Integrated Services Transition Programs may have different calendars. Check with the applicable department for details.

Transition Day (6th and 9th grade only)
Student Days
School not in session - staff on duty
K12 School not in session - staff exchange day
E Elementary Schools not in session - staff exchange day
☆ First and Last Day for all Students
SB School Break - School not in session
Holiday - PSD Closed
◯ Board of Education Meetings

Approved by BOE Mar. 10, 2020

Poudre School District
K-12 Student Calendar 2020-2021

School Start and End Dates	
August 14	Middle and High School Transition Day
August 17	First day for all students
May 26	Last Day of school

School Holidays/Intermissions	
August 7	1st year teachers on duty
August 12	Building/Work Day (all licensed staff on duty)
August 13	Building/Work Day (all licensed staff on duty)
August 14	Transition Day for 6th and 9th grade only
September 7	Labor Day (No students)
September 25	Building/Work Day (No Students)
October 15	ES (K-5)Parent Teacher Conferences (No students)
October 16	K-12 Parent Teacher Conferences* (No students)
November 9	Building/Work Day (Building/Work Day)
November 25-27	Thanksgiving Break (No students)
December 19	Winter Break Starts
January 4	K12 Staff Work Day
January 4	Winter Break Ends (No Students)
January 18	Martin Luther King Jr. Holiday (No students)
February 15	Building/Work Day (No Students)
March 13-21	Spring Break
April 16	K-12 Conference Exchange Day (No students)
May 17	Building/Work Day (No Students)
May 26	Last Day of school

Special Dates	
	New Elementary Student Registration Day
October 15	End of First Quarter
December 18	End of 1st Semester/2nd Quarter
	School of Choice Deadline: Secondary Schools
	School of Choice Deadline: Elementary Schools
March 12	End of Third Quarter
	High School Graduations
May 26	End of 2nd Semester/4th Quarter

Administration Bldg (JSSC)	482-7420
Transportation Services	490-3155
Customer Support Services (CSC)	490-3333
Child Nutrition	490-3557
Records	490-3142
IT Help Desk	490-3456

School Listing		
Bacon	488-5300	PK-5
Bauder	488-4150	PK-5
Beattie	488-4225	PK-5
Bennett	488-4750	K-5
Bethke	488-4300	K-5
Blevins	488-4000	6-8
Boltz	472-3700	6-8
Cache La Poudre ES	488-7600	PK-5
Centennial	488-4940	9-12
CLP Middle	488-7400	6-8
Dunn	488-4825	K-5
Eyestone	488-8600	PK-5
Fort Collins HS	488-8021	9-12
Fossil Ridge	488-6260	9-12
Harris Bilingual	488-5200	PK-5
Irish	488-6900	PK-5
Johnson	488-5000	PK-5
Kinard	488-5400	6-8
Kruse	488-5625	PK-5
Lab School	488-8260	K-5
Laurel	488-5925	PK-5
Lesher	472-3800	6-8
Lincoln	488-5700	6-8
Linton	488-5850	PK-5
Livermore	488-6520	K-5
Lopez	488-8800	PK-5
McGraw	488-8335	PK-5
O'Dea	488-4450	K-5
Olander	488-8410	PK-5
Polaris	488-8260	6-12
Poudre Community	490-3295	9-12
Poudre HS	488-6000	9-12
Preston	488-7300	6-8
PSD Global Academy	490-3086	K-12
Putnam	488-7700	PK-5
Red Feather	488-6550	PK-5
Rice	488-8700	PK-5
Riffenburgh	488-7935	K-5
Rocky Mountain	488-7023	9-12
Shepardson	488-4525	PK-5
Stove Prairie	488-6575	PK-5
Tavelli	488-6725	PK-5
Timnath	488-6825	PK-5
Traut	488-7500	PK-5
Webber	488-7800	6-8
Wellington	488-6600	6-8
Werner	488-5500	K-5
Zach	488-5100	K-5

CHAIR TOO BIG DOES NOT ALLOW FOR PROPER SEATING POSTURE

PILLOW BEHIND BACK STOOL FOR FOOT SUPPORT ALLOWS FOR 90/90/90 POSITION

@alinclusivetherapy

COMPUTER NOT AT EYE LEVEL MEANS CHILD'S NECK IS FLEXED THE ENTIRE TIME

ELEVATE COMPUTER SO NECK IS IN NEUTRAL POSITION

NOT GOOD
NO SUPPORT
CHAIR TOO BIG

GETTING THERE

WE MADE IT...
FEET SUPPORTED, 2 PILLOWS FOR
ENOUGH BACK SUPPORT
HEAD IN NEUTRAL

@alinclusivetherapy

ALTERNATIVES TO TRADITIONAL SITTING

PRONE (TUMMY)
IS A FAV
ALLOWS CHILD TO GET
OUT OF THAT FLEXION
PATTERN THE CHAIR
CREATES
GREAT FOR PROVIDING
PROPRIOCEPTIVE INPUT
AND UPPER BODY
STRENGTHENING

@alinclusivetherapy

USE A PEANUT OR THERAPY BALL

GREAT FOR KIDDOS WHO LIKE TO MOVE OR WHEN KIDS START TO GET RESTLESS AND TIRED OF SITTING STILL

TALL-KNEEL OR HALF-KNEEL

GREAT WAY TO ENGAGE THAT CORE!
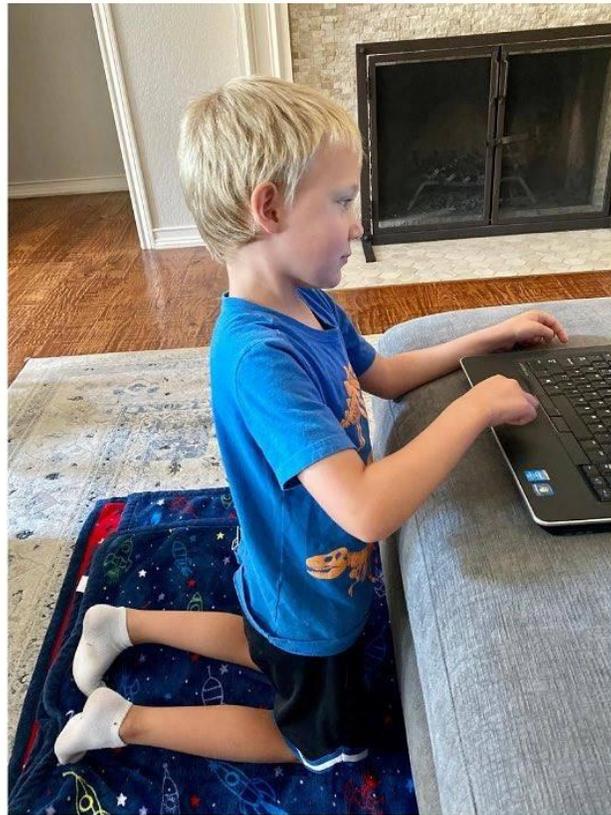
@alinclusivetherapy

What is the ParentVUE Portal?

The ParentVUE portal allows parents/guardians to view their student's school information. The information is accessed directly from the student information system Synergy SIS.

While the website is accessible over the Internet, access is secured via logon and password. Parents can only see information about their students, and cannot see the records for other students. Parents may only view the information and cannot make changes to the student's records.

How to Access ParentVUE

1. Launch an internet browser

2. Go to: http://www.psdschools.org

3. Click the "Parents" link

4. Click the "ParentVUE" button

5. Click the "I am a parent>>" link
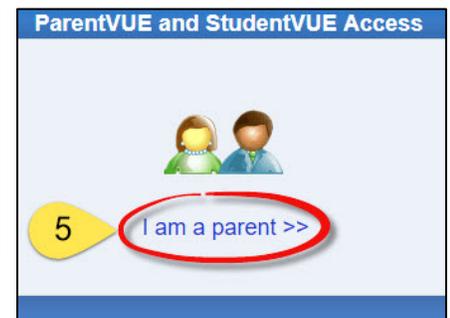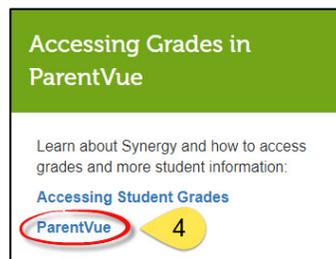
> **Note:** You can also directly go to ParentVUE page by adding "/pvue" after the PSD website in your address bar http://www.psdschools.org/pvue

If you have already activated your account, go ahead and log in with the previously created Username and Password.

If you are logging in for the first time, click "I have an activation key and need to create my account>>".

ParentVUE Account Access

Login

User Name: [   ]
Password: [   ]

[Login]

Forget your password? Click here.

Activate My Account

I have an activation key and need to create my account>>
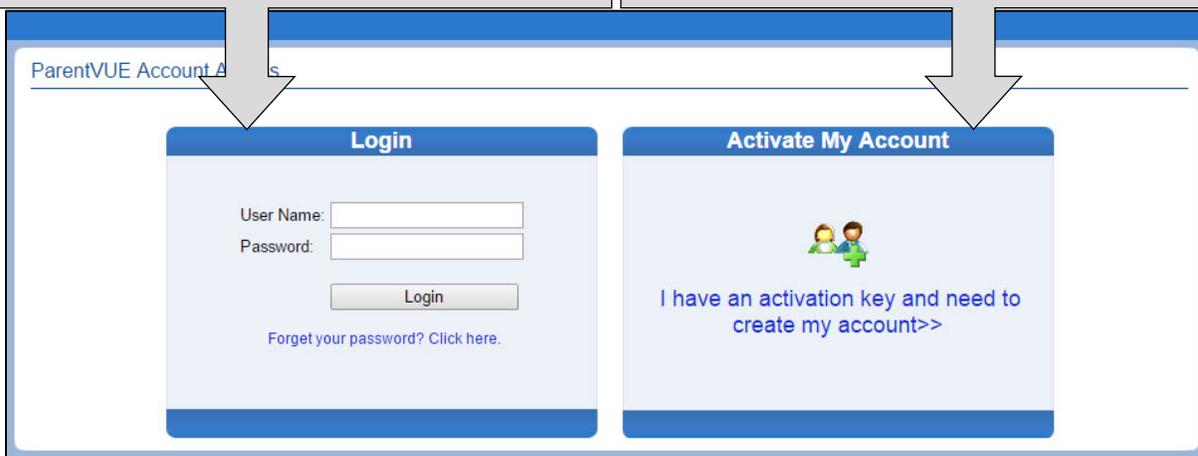
Activating Your account

1. Read through the Privacy Statement and click the "I Accept" button to agree to the privacy agreement.

2. Type your First Name, Last Name and Activation Key exactly as they are stated in the email you received.

3. You will be asked to change your user name and password. Passwords are case sensitive and must consist of at least one number and at least one letter, and must be a minimum of 6 characters in length. Use the primary email provided in the email sent. Click "Complete Account Activation".

Note: The activation process only needs to be completed once. However, if you have more than one child you will not have access to view his/her information until the Education Rights is set by the school for each child. For further assistance, please contact your child's school.
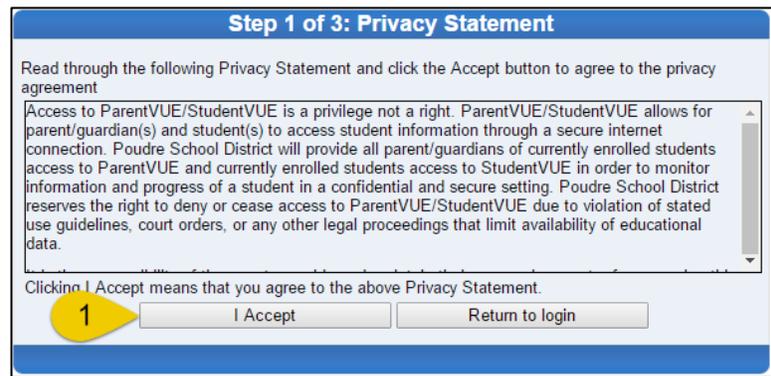
Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Access to ParentVUE/StudentVUE is a privilege not a right. ParentVUE/StudentVUE allows for parent/guardian(s) and student(s) to access student information through a secure internet connection. Poudre School District will provide all parent/guardians of currently enrolled students access to ParentVUE and currently enrolled students access to StudentVUE in order to monitor information and progress of a student in a confidential and secure setting. Poudre School District reserves the right to deny or cease access to ParentVUE/StudentVUE due to violation of stated use guidelines, court orders, or any other legal proceedings that limit availability of educational data.

Clicking I Accept means that you agree to the above Privacy Statement.

1 | I Accept | Return to login |
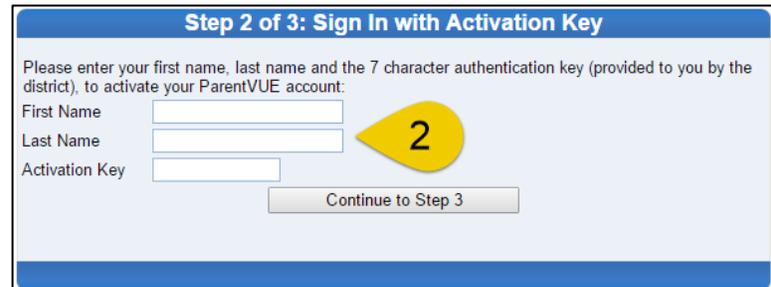
Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name _____
Last Name _____
Activation Key _____

2

Continue to Step 3

Step 3 of 3: Choose user name and password

Welcome _____ To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name _____
Password _____
Confirm Password _____
Primary E-Mail _____

3

Complete Account Activation

How to Access ParentVUE Mobile App

Download the ParentVUE App from the iTunes Store or Google Play.

1. Open the App
2. You will be prompted to enter your zip code
3. Select Poudre School District from the list of schools
4. Login using your username and password previously created and click "Login"

ParentVUE

Note: You can save your username and password by selecting the options on the login page. This will automatically log you into ParentVUE when you open the app.
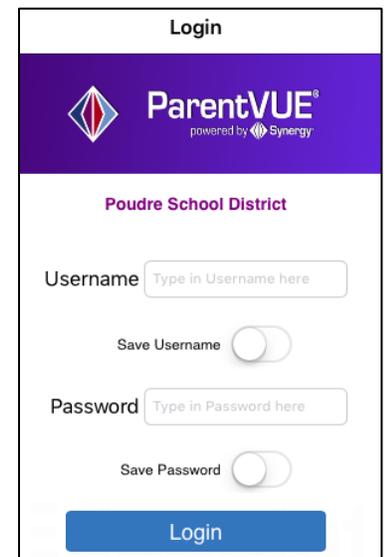
Login

ParentVUE®
powered by Synergy

Poudre School District

Username | Type in Username here
Save Username
Password | Type in Password here
Save Password

Login

Please contact your school if you have any further questions

2407 Laporte Avenue
Fort Collins, CO 80521
w: www.psdschools.org
Facebook.com/PoudreSchoolDistrict
@PoudreSchools

POUDRE SCHOOL DISTRICT

Navigation Menu

Calendar - The school calendar lists class assignments, school holidays and other school events. The calendar can be viewed by day, week or month.

Attendance – Your child's attendance can be seen in two ways – the List View or the Calendar View. The List View shows all days in which your student has received an attendance mark. The Calendar View displays every school day in the school calendar, not just the days with attendance marks.

Class Schedule - The Class Schedule displays the student's current school year classes. To view a different term, click on the term link (Quarter 2, Semester 1...) in the upper right-hand corner. An email can be sent to your student's teacher by clicking the envelope next to the teachers name.

Course History – All the information that is listed on the student's transcript, current and previous school years' course grades, student's GPA, and graduation status is displayed under Course History.

Grade Book - The Grade Book summary screen shows grades for each grading period and progress period.

To see additional details about the class, click on the Class Title which is highlighted blue. A list of all of the assignments for the grading period is shown for the selected class.

The assignment view displays the Grade Calculation Summary: your student's grade categorized by assignment type and the Gradebook Summary: list all the assignments for the class selected.

To see another classes assignment's, select the class from the drop-down box in the upper left hand corner.

To see the details of an assignment, click on the blue text for the assignment. The Assignment Detail lists more detailed information regarding the assignment including the name and type of assignment, date the assignment was distributed, date on which the assignment is due, score earned, type of score, total number of points, notes entered by the teacher, and a full description of the assignment.

Note: If the Grade Book summary screen displays the following message "Grade Book data not available for this school" the Gradebook Summary has been disabled by the Student's school.

Health - The Health page shows any nurse visits, health conditions and the student's immunization records assigned to the student.

Report Card – The Report Card page displays the current grades posted on the student's report. When the Report Card has been posted by the school and is ready to print, a link will display in the upper left hand corner.

Note: After the school year has ended you will need to contact your school for Report Cards.

Forms – The Forms page has links to the permission to share application that can be filled out electronically. Select the appropriate language link which will direct you to the permission to share application page.

Documents – The Documents page displays a link to the PARCC Scores web site where the students PARCC testing scores can be view if applicable for your student.
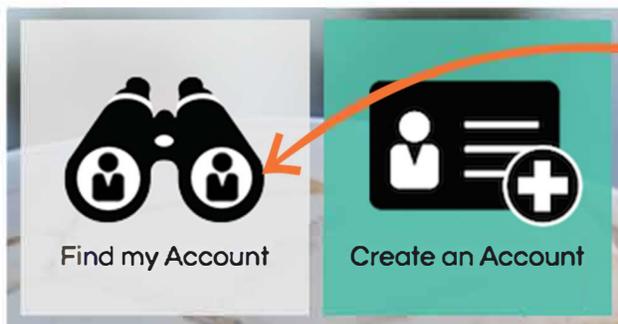
Introducing... SchoolPay®

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

Registration

Go to schoolpay.com...

1. Click Find My Account

2. Enter your email address

E-mail Address

3. Email In System   - Or -   Email Not in System

A password link will be emailed to you. Click the link, select a new password, and you're all set! Your children will be in your account.

You will be guided through creating an account. You will need:

▶ Student's name and ID Number

▶ School's Site Name

Important to either scenario: Make sure to check spam folders for auto-response emails coming from support@schoolpay.com. Whitelisting SchoolPay with your email client will also ensure future mailings.

Making Payments

Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments and Food Service; then further organized by relevance to each of your children.
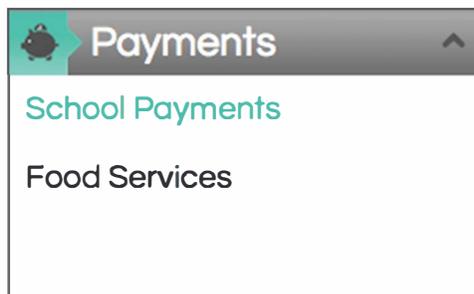
Combining Items 🛒

Every item in SchoolPay can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

Support

✉ support@schoolpay.com

☎ 888.88.MYPAY (69729)

Hours: Monday - Friday 7AM - 7PM Central

Afterhours, weekend, and holiday support by email

Support for specifics about items should go directly to the school department that supports those payments.

Security 🔒

SchoolPay is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).

Food Service Dashboard

Balance: **$30.00**

Manage Funds

Last Payment
a day ago for $20.00

Next Payment
When Below: $20.00
Add: $50.00

[Add Funds Now]

AutoPay / Notifications **on**   Details ⌄

Balance

Balances are usually real-time depending upon your school's integration

One Time Payments   [Add Funds Now]

Add To   **Current Balance**

Corby Adams: $ 0.00 $0.45

Julie Adams: $ 0.00 $5.70

Add funds to any number of students in one location.

AutoPay / Notifications **on**   Details ⌄

If balance is below: 20.00

Send Email	Automatic Payment

$10	$25	$50	$100	Other

Pay From Account: 🔓 ⋯

Select Payment Method ⌄

Click "Details" to specify an automatic action when your student's balance reaches any threshold. Receive an email notice or authorize an automatic replenishment payment (SmartPay). Payment information must be stored to select SmartPay.

Food Service FAQ's

Balance Transfer & Graduating Student Requests

Food Service balances cannot be transfered for use for school payments. Balance transfer requests amount food service accounts (siblings, graduating seniors, etc.) can typically be made by contacting the Child Nutrition Department.

End of Year Balance

Balances in the food service account carry over from one year to the next.

Charge Disputes

Charge disputes should be directed to your food service department staff.

Purchase History

Student Meal	$2.75	Sep 12, 2017
Milk	$0.50	Sep 11, 2017
Milk	$0.50	Sep 10, 2017
Student Meal	$2.75	Sep 07, 2017
Student Meal	$2.75	Sep 05, 2017

View More ▼

Keep current on what your children are editing in the school cafeteria

Dear PSD Parent/Guardian,

Poudre School District uses a mass notification system, called SchoolMessenger, to send various types of communications to parents from schools, departments and the district. Communication methods include phone calls, emails and text messages.

- **Voice Message Retrieval Line:** All PSD and school phone calls will come from one main phone number: **(866) 316-3462. Please save this in your contacts.**
    - When parents receive or miss a phone call from PSD and/or a school, the voice message will be saved.
    - Parents can access up to 10 saved voice messages by simply calling back the number above.
    - If you call from a phone other than the one that received the voice message, you may be prompted to enter the phone number on file with PSD to access the retrieval line.
    - When you call the message retrieval line, messages will play in reverse order (most recent voice message plays first).
        1. Voice messages will play in the language they were sent (English, Spanish, Korean or Chinese).
        2. There is no ability to delete or forward voice messages. This is simply a replay mechanism to hear voice messages parents may have missed.
- **Text Opt-In:** PSD and schools can send text messages to parents with a valid SMS phone number on file in Synergy, PSD's student information system. In order to receive text messages, parents must:
    - Have a valid SMS phone number on file in Synergy (Parents can add/change this number via the Synergy parent portal called ParentVUE or by calling their school.)
    - Opt-in to receive text messages through their mobile carrier (standard messaging rates apply.
        1. To opt-in, please text **YES to 67587.**
        2. Parents will receive an automatic text confirmation that they will now receive messages from Poudre School District (both the district and schools).

Please remember, parent and guardian phone numbers, emails, language for communications and addresses are pulled directly from PSD's student information system. To update this information, please contact us at 488.5100.

Dear Parent/Guardian,

Poudre School District is excited to offer an easy and secure way to make payments to both your child's meal account AND their school electronically. The District's payment portal **SchoolPay,** is available to accept payments for meals as well as payment for items such as athletic participation fees, course fees and charges, field trips, yearbooks and merchandise.

Through SchoolPay, payments can be made on-line with credit/debit cards (Visa, MasterCard, or Discover Card). You can also continue to pay by debit/credit card, cash or check at your child's school. A convenience fee of approximately 3.35% will be added to credit/debit card transactions for non-meal related items, regardless of whether payment is made on-line or at the school. A $1.00 transaction fee will continue to be charged for meal payments to offset the credit card processing fee, rather than the 3.35% transaction fee noted above.

To use SchoolPay, you must register for a Parent Account. Your registration allows you to make payments and review payment items that are relevant to your children. Registration is free and you are not required to store any financial data, unless you elect to do so. SchoolPay is Payment Card Industry Data Security Standards certified, the industry standard for internet-based financial services transactions. All data is encrypted using SSL technology so that payment account numbers are never viewable in any part of the service.

Please visit the PSD Website and see the attached FAQ for more information about how to register and pay for items in SchoolPay. Questions about paying online or setting up an account can be answered by a SchoolPay representative at 888.88.MYPAY (69729) or via email by selecting the "Email Inquiry" option under Contact at https:// psdschools.schoolpay.com. We hope you enjoy this new service!

Poudre School District

******DID YOU KNOW?******

Did you know that certain District and school fees/charges are eligible for waivers?

See page 2 for more information

OPPORTUNITY FOR FEE/CHARGE WAIVERS

If your child is eligible for free or reduced-price meals in Poudre School District for the 2019-2020 school year, you have the option to take advantage of student fee/charge waivers.

To have eligible fees/charges waived, you must:

1. Be approved to receive free or reduced-priced meals for the 2019-20 school year; and

2. Complete the 2019-20 *Permission to Share Information for Fee/Charge Waivers and Programs to Receive Goods and Services* form (*Permission to Share* form), which gives PSD's Child Nutrition Department permission to share your child's eligibility status with other District officials. These officials must also maintain the confidentiality of your child's eligibility status.

You can complete the *Permission to Share* form in one of two ways:

1. Access your child's account online via ParentVue. Contact your child's school if you need assistance with ParentVue or need a new activation code to access ParentVue.

2. Complete the *Permission to Share* form at your child's school.

Once the form is entered into the system and your child is approved to receive free or reduced price meals, SchoolPay will automatically be updated and fees/charges that are eligible for a waiver will display as $0.00 due once you proceed to checkout in SchoolPay. You will still need to go through the checkout process in SchoolPay for your child to receive the item(s) or to participate in the activity.

Your child's eligibility for free or reduced-price meals will not be affected if you do not submit the *Permission to Share* form.

Please refer to the District's Student Fees and Charges webpage (www.psdschools.org/studentfees-and-charges for more information regarding District-wide and school-based student fees/charges.