



# East Marshall Community Schools

Anthony Ryan, Superintendent

204 West Center Street

Gilman, IA 50106

Cathy DeBondt, Principal PK-3

Janelle Pirkle, Principal 4-8

Riley Myers, Business Manager

Matt Rasmusson, Principal 9-12

Dear Parents,

For the 2021-22 school year, East Marshall Community School District will be using an online registration method. We are excited as this makes the process simple and efficient for everyone. We are asking families to work with us and register online if possible. Registration on August 3rd will be primarily reserved for families that are new to the district. Families of students who were enrolled last school year (2020-2021) are to use Registration Day on August 3rd as a last resort.

Onsite registration will be August 3rd from 12:00 pm - 7:00 pm at the high school in LeGrand and is reserved for families new to the district.

If attending registration in person, families will register online using a school computer.

Fees are expected to be paid at the time of registration. If registering online, you will pay fees using the directions below.

## Steps to Complete Online Registration:

1. To begin the online registration process, you go to the [Parent JMC login](#).
2. Be sure to **change the year to 2021-2022**. Click the "Register for School" link on the left side of the screen.

**When adding or reviewing contact information, please be sure you have parent/guardian contact information as well as 1 or 2 additional contacts.**

## Steps to Pay Fees (book fees, technology deposit, breakfast/lunch, yearbook, and student activity):

1. Click on link: [Pay Registration Fees: SchoolPay](#)
2. Click on green square to "Create an account" or login with current account information
3. Select all items you need to pay
  - Book Fees (K-12th)
    - Book rent fees are per semester. Please make sure you are paying for both the first semester and second semester. You can pay for the full year by changing the quantity from 1 to 2.
  - **One time Technology deposit** (PS-12th) \$50 per student with **\$100 max per family**
    - If you have paid this for your student(s) in previous years, you do not need to do this again. If unsure, please contact the school.
  - Lunch Account (if needed)
  - Music Fees for instrumental rental

## Optional:

- Yearbook
- Activity Tickets
- Driver's Education



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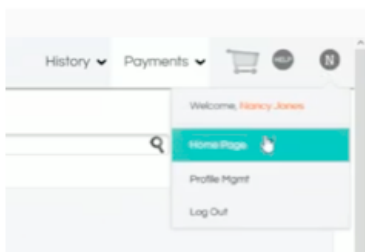
Janelle Pirk1, Principal 4-8  
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4. Click on "Checkout" to continue to make payment.

## **Tips and videos to help guide you through paying fees through SchoolPay:**

- After logging in to SchoolPay, you will notice a letter in the upper right hand corner. In the example below the letter is "N". When you click on the letter, you have a few options:
  - Click on "Profile Mgmt" where you can add a student or save payment information for future transactions
  - Click on "Home Page" to pay fees (book rent, lunch...)
  - "Log Out"



Video links:

[How to add a student on SchoolPay](#)

[How to store payment information for future transactions](#)

[Review purchase history](#)

[How to set up automatic lunch payment](#)

We value your willingness to participate in the Online Registration which will help us in multiple ways for the new school year. If you need additional support, please feel free to call the district office 641-498-7481. Thank you!

Sincerely,  
East Marshall Administrators:  
Anthony Ryan, Superintendent  
Janelle Pirk1, MS Principal

Matt Rasmusson, HS Principal  
Cathy DeBondt, Elem. Principal