Detailed Instructions for 18-19 Online Registration

1.) Update Parent Contact Information - If you have had a change in your home address, email or phone number, please call the building secretary to update your contact information.

2.) Pay Instructional Fees and Lunch and complete registration forms
   Go to the Clarinda Schools homepage www.clarinda.k12.ia.us
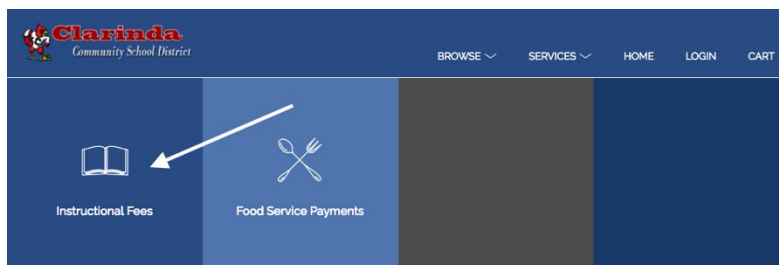   Click on the image Online Payments Powered by RevTrak

https://clarinda.revtrak.net/

3.) Click Login or Create an account if you do not have one
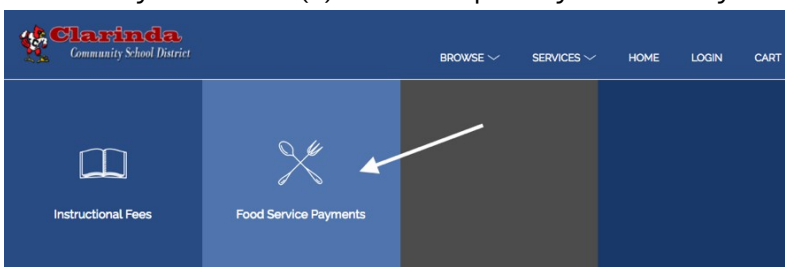   Enter the required fields and Click Create Account

4.) To Register your student(s)
   Click on Instructional Fees.

You will need to complete this for each student. You may put multiple forms in your cart.

5.) Pay Lunch for your student(s). You can put any amount in your family lunch account.

NOTE-If you are registering more than one student, click "continue shopping" in the bottom left corner of the cart to register the next student.

6.) When you have completed Instructional Fees and Food Service Payments, click on Cart in the top right-hand corner and then Checkout in the bottom right-hand corner.
   Choose to pay by e-Check or use a debit/credit card
   Add your information and click continue
   Review your information and if everything is correct, click on Place Order
   You may print a receipt for your records

7.) You have completed the registration process. If you have any questions, please call the office where your student attends.