

PAYSCHOOLS HELP SHEET

The Carlisle Community School District offers online payments through the processing system, PaySchools. This program lets parents/patrons pay for instructional material fees, discretionary transportation fees, activity pass fees, parent planner, lunch account money and adult education fees online.

PaySchools is a browser-based windows application containing an internet component that gives parents flexibility and control over paying their school related fees by electronic check, Visa credit card or PayPal.

You can access the PaySchools website from the Carlisle Community School website (www.carlisle.k12.ia.us). You will find the PaySchools link on the right side of the main screen. Once you are on the PaySchools website, you will see several items to purchase. Click on the item you wish to purchase.

Add item to cart.

Update quantities if you make any changes.

You can continue shopping or Check out.

Log in if you have used PaySchools before. If this is your first time using PaySchools you will have to register and create an account with user ID and password.

You will need to assign items you are purchasing to a student. If you are new, you will need to enter your student(s). There will be a drop down menu of your student(s) to use when assigning the item.

Click Assign Items.

You will then be at the checkout – payment screen.

You may pay by E-check, Visa credit card or PayPal.

Follow the instructions and fill in the needed information. You may also send instructions by clicking on the “add special instructions” button.

You will receive an e-mail verifying your purchase. The school will also receive an e-mail of your purchase and record the payment(s).

To put money in your lunch account, from PaySchools, click on the nutrition account of the building your child is in. Click on the appropriate building for one of your students. This will take you to JMC first to check your lunch account balance. Once in JMC you will enter your username (your last name) and your password (the last 4 digits of your phone number, unless you have changed it). Click on the lunch button. After viewing your lunch account balance, you can click on the “Make family account deposit” button that will take you to Payschools to make a payment. You will only need to deposit money with one of your students, since the account you deposit to is a family account and all your students' transactions are connected to the family account.

Benefits of using PaySchools:

- Convenience – make purchases 24 hours a day/7 days a week
- Control – eliminate the risk of lost checks or cash
- User friendly – processes by e-check, Visa credit card or PayPal
- Secure – ensures private and secure transmission
- Accessible – view purchases and payments online
- No Fee – there is no extra charge to patrons to use PaySchools

If you have any questions, please call 989-3589.

Thank you for using PaySchools.