



# HOME OF THE WILDCATS

## MAQUOKETA VALLEY Community School District

### **2023-2024 Maquoketa Valley School Registration**

Registration for the upcoming school year will be required to be completed online on PowerSchool. This process will be available beginning **Wednesday, August 2nd**. Student registration fees and lunch fees can be paid online through **RevTrak**. If you are unable to complete either process online, please call Sarah or Brandy at the high school (563.922.2091) to set up a time to come in. This will be by appointment only.

All PowerSchool questions to **Sarah Lown** at [sarahlown@maquoketa-v.k12.ia.us](mailto:sarahlown@maquoketa-v.k12.ia.us)

All RevTrak questions to **Erika Imler** at [erikaimler@maquoketa-v.k12.ia.us](mailto:erikaimler@maquoketa-v.k12.ia.us)

All free/reduced application questions to **Morgan Nefzger** at [morgannefzger@maquoketa-v.k12.ia.us](mailto:morgannefzger@maquoketa-v.k12.ia.us)

#### **If you are returning to the district or adding a new student to your account:**

Please log onto your PowerSchool portal by using the following steps:

1. Go to [www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)
2. Click on POWERSCHOOL link on right hand side.
3. Enter your username and password.
4. Go to the bottom left hand side and select FORMS.  
(if you are adding a student, click on ACCOUNT PREFERENCES and STUDENTS then ADD. Use information at the top of this sheet)
5. Complete all of the forms listed then submit when finished.  
(this process should be done for each child in the district - names listed on top of page)
6. On the left hand side, click on SORT CONTACTS. Make sure each person listed has a relationship selected for their name.
7. If you're wanting to add a contact, on the left hand side, click on UPDATE CONTACTS.  
**\*\*Now that you have registered your child(ren), you need to pay for registration and lunch fees\*\***
8. Click on REVTRAK link on left hand side.
9. Enter your username and password for REVTRAK. (which is separate from PowerSchool)
10. Click on POWERSCHOOL FEES for registration fees and FOOD SERVICE for lunch fees.
11. You will be directed to enter in your debit or credit card information at checkout.
12. Click on COMPLETE ORDER and you may view and print your receipt if desired.  
**\*\*Fees for registration or lunch can always be dropped off at the school or sent with your child\*\***  
**\*\*If you forgot your RevTrak password, please click on forgot password to reset\*\***

#### **If you are new to the district, you will need to create a PowerSchool account by following these steps:**

1. Go to [www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)
2. Select POWERSCHOOL link on right hand side.
3. Select CREATE ACCOUNT and again CREATE ACCOUNT.
4. Fill in your parent information, create your own username and password (which must be 6 characters long) and fill in your child's name, access ID, access password and relationship. (access ID and access password are on the top of this sheet)
5. You will then be directed to the PowerSchool login page to enter the username and password you created.
6. Once you login, go to the bottom left hand side and click on FORMS.
7. Complete all of the forms then click on save, then submit when finished.
8. On the left hand side, click on UPDATE CONTACTS. Make sure each person listed has a relationship selected for their name.
9. On the left hand side, click on SORT CONTACTS. Make sure they are in your preferred order. Then save.  
**\*\*Now that you have registered your child(ren), you need to pay for registration and lunch fees\*\***
10. To register for a REVTRAK account, please contact Erika Imler ([erikaimler@maquoketa-v.k12.ia.us](mailto:erikaimler@maquoketa-v.k12.ia.us))



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## MAQUOKETA VALLEY

### Community School District

## **2023-2024 Registration Fees**

### **Breakfast, Lunch, and Ala Carte Items**

Student Breakfast	\$1.85
Student Lunch (K-5)	\$2.55
Student Lunch (6th-12th)	\$2.80
Second Entree (7th-12th)	\$2.00
Extra Carton of Milk	\$0.65
Cheese Stick (Elementary)	\$0.35
Extra Juice (breakfast)	\$0.70
Extra Fruit (breakfast)	\$0.55

### **Student Materials and Rental Fees**

Preschool	\$20.00
JK-5th Grade	\$60.00
6th-12th Grade	\$75.00
9th-12th Grade <u>ONLY</u> (technology fee)	\$25.00

### **Free/Reduced Lunch and Fees**

To qualify for free or reduced fees, an application must be completed and turned into the middle school office by **Thursday, July 27th** to Morgan. Once online registration opens, you will see this deduction when you get to the student fees. This form is included in this registration packet and also available on our website ([www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)) and click on FORMS and then REGISTRATION.

### **Alert Reminder**

Please make sure all contact information (cell phones/email/emergency contacts/etc.) are updated in PowerSchool. Please don't list parents as emergency contacts. Text message alerts will be coming from the high school phone number (563.922.2091) and emails will come from sender [mvalerts@maquoketa-v.k12.ia.us](mailto:mvalerts@maquoketa-v.k12.ia.us). If the information in PowerSchool is not accurate, you will **not** receive these alerts. Contact Sarah Lown if you have questions.

### **Health Information Form**

Please fill out the health information form that was included in this registration packet and return it to the office in the building your child attends. If you need more copies, please refer to our website ([www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)) and click on FORMS then HEALTH INFORMATION, and HEALTH FORM. This form will need to be completed for each child attending Maquoketa Valley Schools for the 2023-2024 school year.

### **Website**

For your reference, there is a registration link on our homepage ([www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)) for any additional registration information and/or documents.