

BCHS Registration Instructions for Parents:

2024-2025 School Registration

Register and Pay Online! Order Shirts! Pay Fees!

Table of Contents:

1. [Parent Checklist](#)
2. [New Students to CPSB Schools](#)
3. [New Students to Bell City from a CPSB school](#)
4. [Returning Bell City Students](#)
5. [Printable Registration Form](#)
6. [Community Member Purchases](#)
7. [FAQ – Frequently Asked Questions](#)



New Students to CPSB Schools:

Step 1: Register for CPSB Schools: <https://jcampus.cpsb.org/register/>

What you will need:

- Birth Certificates for all children
- Social Security cards for all children
- Access to a camera or scanner to upload documents
- Current Utility Bill to verify physical address
- One additional utilities bill to verify physical address
 - o Gas, internet, water, etc.
- Contact Information for Parents/Guardians
- Permit to register from CWA (Child Welfare & Attendance) Office
- Out of Zone Permit from CWA (if your address is out of zone for the school you want to attend)
- 6 Digit Code – Submit a password help request on our website – The code changes every day*

Link to CWA Office: <https://www.cpsb.org/Page/455>

What you will do:

- Create a user account – write down your username and password in a safe place
- Add children and upload verification documents as requested in each step.

Step 2: Register for Bell City School

Online: <https://osp.osmsinc.com/CalcasieuLA/>

What you will need:

- Credit or Debit Card to pay online

What you will do:

- Create a user account – write down your username and password in a safe place
 - o This is not the same username and password as Step 1, as this is a separate site. However, if you can reuse login information, it would be easier to remember.
 - o Add Student Names and their Student ID #
 - New students can use the student ID of 900 since they don't have one yet
- Click on Schools to find your child's school
 - o Bell City School is listed under High Schools
 - o If you are registering for multiple schools, you must register separately.
- Search for the Registration Fee to add to cart

[Return to Menu](#)

*Make sure to select the correct year – Many parents are not paying the correct year’s fees.

- **If the fee uses a drop-down menu, you will have to select the Name of the Fee to see options**
- Elem students - \$15 fee
- MS/HS Students - \$20 fee
- Search and add to cart any other fees you need to pay for:
 - HS Class Fees (All grades 9-12)
 - Club Dues (See list of available club dues)
 - Uniform Tees (Can be worn every day with uniform bottoms)
 - On designated free dress days, students can wear a spirit or uniform shirt with school appropriate bottoms.
 - No uniform t-shirts will be sold from the office until after school starts (or later) due to inventory procedures. *Expected date October 1 for resuming shirt sales from the front office.*
 - *When adding t-shirts, you must add the shirts repeatedly to order multiple shirts. When you checkout, you have to assign student names to each shirt item in your cart.*
 - Other Items or debts (Anything that applies to your child – see the description)
- Checkout
 - You will assign a student to each of the fees so that they are marked as paid
 - If you did not add any students to your profile, you must do so before completing checkout- use ID # 900 for new students
- You will use this site to pay for any fees throughout the school year that are set up to pay online
 - ID Fees
 - Enter the amount owed
 - Library Fees
 - Lost/damaged books
 - Club Dues
 - Fundraiser Sales
 - Field Trips
 - Other Fees

ON CAMPUS REGISTRATION – All New Students must attend to verify

If you are opting to keep your children at home for virtual learning, you will only pay the virtual school registration fee, not the Bell City School Registration Fee. All other Bell City fees still apply such as class dues, etc.

When is Registration On Campus:

All Bell City Students		
Date	Time	Grades
Fri Aug 2, 2024	9:00am-12:00pm	All

What you will need:

[Return to Menu](#)

- Birth Certificates for all children
- Social Security cards for all children
- Current Utility Bill to verify physical address
 - o One additional utilities bill to verify physical address
- Gas, internet, water, etc.
- Current Immunization Records
- Contact Information for Parents/Guardians
- Copy of current transcript to leave with the Counselor for scheduling purposes

If you did not pay fees online, you will also need:

- Registration Form filled out for each child
- Separate Checks for all fee types, but you can combine children on the same check

What you will do:

- Visit the New Student Check In to verify registration status
 - o Provide copies of documents requested
 - o Sign any necessary paperwork
 - o Meet with counselor to set your child's schedule

If you paid school fees online: Your registration is complete

If you did not pay fees online: Proceed to the Payment Stations – MP Room

- Fill out Registration Form – Printable Copy in Appendix A in Forms Section of this document
- Pay any outstanding debts
 - o Separate checks needed for each debt type
- Pay Registration Fee for all children (Virtual Students must pay their reg fees online)

- On Campus Students can pay the following fees:

- o On Campus Elem students - \$15 fee
- o On Campus MS/HS Students - \$20 fee
 - You can write one check for all reg fees
- Pay for any additional fees you may owe:
 - o HS Class Dues (All grades 9-12)
 - o Uniform Tees (Can be worn every day with uniform bottoms)
 - On Fridays, students can wear a spirit or uniform shirt with uniform bottoms.
 - No uniform t-shirts will be sold from the office until after school starts (or later) due to inventory procedures. *Expected date October 1 for resuming shirt sales from the front office.*
 - *Sweatshirts are sold at a later date – keep checking online all year for available items*

What happens next:

- The school will mark your child paid for the fees you have paid for
- The T-shirt order will be forwarded to the office for processing
 - o All orders placed at registration on campus will be sent home when they arrive – please allow 4-6 weeks for processing
- You will access your child's schedule/teacher name via the Student Progress Center site located on our school website. (Go to www.cpsb.org and click on the Grades icon). See link below. This is where you will check your child's grades and balances all year. New students will be issued a parent code to access this site. If you need help, contact brandi.fruge@cpsb.org

Step 3: Verify your info for CPSB via Student Progress Center:

<https://jcampus.cpsb.org/progress/>

- It normally takes 2-3 days until new students are populated in this system after registering, so you can request your PSN now and when you receive it you can start the process of verifying.
 - o Out of zone students must have their permit to register verified IN PERSON. See the front office to verify your permit, then continue with online verification.
- This is the same site where you will check your child's grades and account balances all year
- If you don't have an account yet, you will have to set one up.
 - o You will need the PSN (Parent Security Number) issued from the office
 - o Click here to request your PSN: [PSN Request](#)
- If you or your child already has a login for this site, log in, and complete the verification steps
 - o Sometimes, the verification will automatically start when you access the site
 - o Otherwise, in the menu, there should be an item called Student Registration Update
 - Read through the steps and verify, initial, sign etc in all places.
 - o You only have to do this verification 1x each year, so if the Menu doesn't show Student Registration Update, then you may have already completed it.
 - o Once you answer all of the questions, you should see your child's picture.
 - o Click on the picture to access the information for that student.
 - You should see the following tabs across the top:
 - Tests
 - Communication
 - Grades
 - o If the Grades tab is missing, keep checking every day to gain access to their schedule and teacher information

[Return to Menu](#)

If you see this message or something similar, skip to Step 2:

Calcasieu Parish School Board Student Progress Center

Student Progress Center is currently offline while we prepare for next year. Have a great Summer. We look forward to seeing your student in the Fall.

- You can skip to Step 2 for now, but your child is not considered fully “registered” until this verification is completed
 - o They can still attend school, just submit this data ASAP
- If you are an out of zone student (you don’t live within our school zone) You must submit a copy of your out of zone permit to verify

Step 4: Fill out Free and Reduced Lunch Application (All CPSB students received free lunch in previous years, stay tuned for updates on the current school year.)

<https://www.myschoolapps.com/>

It is very important for all families to complete the free and reduced lunch application, as our school’s Title I funding status is based upon our lunch percentages. Families should complete the application even if their child brings their own lunch from home instead of eating the cafeteria provided lunch and/or breakfast.

Until free or reduced lunch status is approved, you are responsible for any meal charges before the effective date. Proceed to Step 4:

Step 5: Set up Online Lunch Payments www.myschoolbucks.com

- You will need to set up an account (separate than the other sites)
- Add/Link your children
 - o You must have official student ID # before setting up their lunch accounts
 - o Once they are registered in JCampus, they should have an ID# - check their grades to see their ID#
- Set up recurring payments or one time payments, etc

[Return to Menu](#)

Step 6: Purchase School Supplies

- Purchase Supplies Online: www.schooltoolbox.com - Elem Art Supplies and HS Supplies
- Supply Lists can be found on our website: www.cpsb.org/bellicity
- Elem regular supplies and MS regular supplies are being donated again this year, stay tuned for updates
- HS Students who do not have their schedule can wait to purchase supplies the first week of school if necessary. They can start school with paper and pen or pencil, notebook, binder, etc.

New Students to Bell City from CPSB Schools or Returning Bell City Students:

Step 1: Verify your info for CPSB: <https://icampus.cpsb.org/progress/>

- This is the same site where you check your child's grades
- If you don't have an account yet, you will have to set one up.
 - o You will need the PSN (Parent Security Number) issued from the office
 - o Click here to request your PSN: [PSN Request](#)
- If you or your child already has a login for this site (most MS and HS students do) then log in, and complete the verification steps
 - o Sometimes, the verification will automatically start when you access the site
 - o Otherwise, in the menu, there should be an item called Student Registration Update
 - Read through the steps and verify, initial, sign etc in all places.
 - o You only have to do this verification 1x each year, so if the Menu doesn't show Student Registration Update, then you may have already completed it.
 - o Once you answer all of the questions, you should see your child's picture.
 - o Click on the picture to access the information for that student.
 - You should see the following tabs across the top:
 - Tests
 - Communication
 - Grades
 - o If the Grades tab is missing, keep checking every day to gain access to their schedule and teacher information

If you see this message, or something similar, skip to Step 2:

Calcasieu Parish School Board Student Progress Center

Student Progress Center is currently offline while we prepare for next year. Have a great Summer. We look forward to seeing your student in the Fall.

- You can skip to Step 2 for now, but your child is not considered fully “registered” until this verification is completed
 - o They can still attend school, just submit this data ASAP
- If you are an out of zone student (you don’t live within our school zone) You must submit a copy of your out of zone permit to verify

Step 2: Register/Pay Fees for Bell City School

Online: <https://osp.osmsinc.com/CalcasieuLA/>

What you will need:

- Credit or Debit Card to pay online
- Student ID Number for all children
 - o New students will use 900 as their student ID if they don’t have one yet.

What you will do:

- Log into OSP (Online Payment System) for any CPSB school
 - o Follow the link to reset your password if you forgot
 - o Remember, this is not the same password as the grades system, nor the new student registration system so label your passwords accordingly.

Don't already have an OSP Account for CPSB?

- Create a user account – write down your username and password in a safe place
 - o This is not the same username and password as Step 1, as this is a separate site. However, if you can reuse login information, it would be easier to remember.
 - o Add Student Names and their Student ID #
 - New students can use the student ID of 900 since they don’t have a student ID # yet
 - Forgot your Student’s ID? You can use 900 or look on their report card for SIDNO
- Click on Schools to find your child’s school

[Return to Menu](#)

- Bell City School is listed under High Schools
- If you are registering for multiple schools, you must register separately.
- Search for the Registration Fee to add to cart - READ THE DESCRIPTION OF THE FEE BEFORE SELECTING

*Make sure to select the correct year – Many parents are not paying the correct year's fees.

- **If the fee uses a drop-down menu, you will have to click the Name of the Fee to see options**
- Elem students - \$15 fee
- MS/HS Students - \$20 fee
- Search and add to cart any other fees you need to pay for:
 - Any debts your child currently has (Check their grades for debts owed)
 - Past Due Reg Fees
 - Past Due ID Fees
 - Past Due Library Fees
 - Textbook Replacement Fees
 - Fundraiser Debts
 - Other debts listed on their JCampus account
 - *Café debts are paid via lunch payment site*
 - HS Class Dues (All grades 9-12)
 - Club Dues (See list of available club dues)
 - Uniform Tees (Can be worn every day with uniform bottoms)
 - On Friday, students can wear a spirit or uniform shirt with school appropriate bottoms.
 - No uniform t-shirts will be sold from the office until after school starts (or later) due to inventory procedures. *Expected date October 1 for resuming shirt sales from the front office.*
 - *When adding t-shirts, you must add the shirts repeatedly to order multiple shirts. When you checkout, you have to assign student names to each shirt item in your cart.*
 - *Sweatshirts are sold at a later date – keep checking online all year for available items*
 - Other Items (Anything that applies to your child – see the description)
- Checkout
 - You will assign a student to each of the fees so that they are marked as paid
 - If you did not add any students to your profile, you must do so before completing checkout
- You will use this site to pay for any fees throughout the school year that are set up to pay online
 - ID Fees
 - Enter the amount owed
 - Library Fees
 - Lost/damaged books
 - Club Dues
 - Fundraiser Sales
 - Field Trips
 - Other Fees

What happens next:

- You will receive an email confirmation of your transactions
 - o Save or print this email for your records
- The school and sponsors of each fee type will receive an email confirmation of your transactions
- The school will mark your child paid for the fees you have paid for
- The T-shirt order will be forwarded to the office for processing
 - o T-shirts pre-ordered by July 15 should be ready for distribution during the first week of school. All orders after that deadline will be sent home when they arrive – please allow 2-3 weeks
- You will receive your child’s schedule/teacher name via the Student Progress Center site typically after Aug 1. This is where you will check your child’s grades and balances all year. New students will be issued a parent code to access this site. If you need help, contact brandi.fruge@cpsb.org

*Unless we ask for verification, DO NOT email or send a copy of your receipt to us. We can run payment reports, so there is no need.

ON CAMPUS REGISTRATION – *Only for those unable to register online*

When is Registration On Campus:

All Bell City Students		
Date	Time	Grades
Fri 8/2/24	9:00am – 12pm	ALL

What you will need:

- Registration Form filled out for each child
- Separate Checks for all fee types, but you can combine children on the same check for that fee
 - o Ex: You can write one check for all registration fees, one check for all shirts, etc.

What you will do:

- Fill out Registration Form – Printable Copy in Appendix A in Forms Section of this document
- Pay any outstanding debts
 - o Separate checks needed for each debt type
- Pay Registration Fee for all children (Virtual Students must pay their fees ONLINE)
 - o Elem students - \$15 fee

[Return to Menu](#)

- MS/HS Students - \$20 fee
 - You can write one check for all reg fees
- Pay for any additional fees you may owe:
 - HS Class Fees (All grades 9-12)
 - Uniform Tees (Can be worn every day with uniform bottoms)
 - On Fridays, students can wear a spirit or uniform shirt with uniform bottoms.
 - No uniform t-shirts will be sold from the office until after school starts (or later) due to inventory procedures. *Expected date October 1 for resuming shirt sales from the front office.*

What happens next:

- The school will mark your child paid for the fees you have paid for
- The T-shirt order will be forwarded to the office for processing
 - All orders placed at registration on campus will be sent home when they arrive – please allow 4-6 weeks for processing
- You will access your child’s schedule/teacher name via the Student Progress Center site, typically after Aug 1. This is where you will check your child’s grades and balances all year. New students will be issued a parent code to access this site. If you need help, contact brandi.frugé@cpsb.org
 - Click on the picture to access the information for that student.
 - You should see the following tabs across the top:
 - Tests
 - Communication
 - Grades
 - If the Grades tab is missing, keep checking every day to gain access to their schedule and teacher information

Step 3: Fill out Free and Reduced Lunch Application <https://www.myschoolapps.com/>

It is very important for all families to complete the free and reduced lunch application, as our school’s Title I funding status is based upon our lunch percentages. Families should complete the application even if their child brings their own lunch from home instead of eating the cafeteria provided lunch and/or breakfast.

Until free or reduced lunch status is approved, you are responsible for any meal charges before the effective date.

Proceed to Step 4:

Step 4: Set up Online Lunch Payments www.myschoolbucks.com

- You will need to set up an account (separate than the other sites)

[Return to Menu](#)

- Add/Link your children
 - o You must have official student ID # before setting up their lunch accounts
 - o Once they are registered in JCampus, they should have an ID# - check their grades to see their ID#
- Set up recurring payments or one time payments, etc

Step 5: Purchase School Supplies

- Purchase Supplies Online: www.schooltoolbox.com - Elem Art supplies and HS Supplies
- Supply Lists can be found on our website: www.cpsb.org/belcity
- Elem regular supplies, MS supplies have been donated again this year. Stay tuned for updates.
- HS Students who do not have their schedule can wait to purchase supplies the first week of school if necessary. They can start school with paper and pen or pencil, notebook, binder, etc.

Bell City Community Members – Ordering and Paying Online:

Step 1: Access the Payment Site: <https://osp.osmsinc.com/CalcasieuLA/>

What you will need:

- Credit or Debit Card to pay online
- Use 0000 for your student ID # since you do not have one.

What you will do:

- Log into OSP (Online Payment System) for any CPSB school
 - o Follow the link to reset your password if you forgot

Don't already have an OSP Account for CPSB?

- Create a user account – write down your username and password in a safe place
 - o This is not the same username and password as Step 1, as this is a separate site. However, if you can reuse login information, it would be easier to remember.
 - o Add yourself as a Student Name and use this generic Student ID # 100
 - You can choose to submit your orders under a student's name if they are related, but you will have to have the parent order for you.
- Click on Schools to find the school name
 - o You can add fees from multiple schools if that applies to you.
- Search and add to cart any items you need to pay for:
 - o School T-shirts
 - *When adding t-shirts, you must add the shirts repeatedly to order multiple shirts. When you checkout, you have to assign names to each shirt item in your cart.*
 - o Fundraiser Items
 - o Donations

[Return to Menu](#)

- Spirit Shop Items
- Checkout
 - You will assign a “student” to each of the fees so that they are marked as paid
 - This is where you will add yourself

What happens next:

- You will receive an email confirmation of your transactions
 - Save or print this email for your records
- The school and sponsors of each fee type will receive an email confirmation of your transactions
- The T-shirt order will be forwarded to the office for processing
 - T-shirts pre-ordered by July 17 should be ready for distribution during the first week of school. All orders after that deadline will be sent home when they arrive – please allow 2-3 weeks

*Unless we ask for verification, DO NOT email or send a copy of your receipt to us. We can run payment reports, so there is no need.

BC Registration Form 2023-2024

ONE FORM PER STUDENT



Student First and Last Name: _____

Grade (2023-2024): _____

Please check all that you are paying for today: Make sure to mark the payment type for each fee

If paying with a check, each of these fees must be paid separately

Check Each	Fee Type	Amount	Check #	Cash
	2022-2023 HS Registration Fee MS/HS \$20 Elem \$15	\$		
	HS-Class of 2024 Dues (12 th)	\$20		
	HS-Class of 2025 Dues (11 th)	\$20		
	HS-Class of 2026 Dues (10 th)	\$20		
	HS-Class of 2027 Dues (9 th)	\$20		

Please mark how many of each shirt you are purchasing: Make sure to mark payment type for each type

THESE SHIRTS WILL BE ON ORDER – Please allow 4-6 weeks for t-shirt delivery

If paying with a check, you can pay for all shirts on one check

Short Sleeve T-Shirts:					Long Sleeve T-Shirts:				
Qty	Size/Type	Amt	Check	Cash	Qty	Size/Type	Amt	Check	Cash
	Youth XSmall	\$10				Youth Small	\$13		
	Youth Small	\$10				Youth Med	\$13		
	Youth Med	\$10				Youth Large	\$13		
	Youth Large	\$10				Adult Small	\$13		
	Adult Small	\$10				Adult Med	\$13		
	Adult Med	\$10				Adult Large	\$13		
	Adult Large	\$10				Adult XL	\$13		
	Adult XL	\$10				Adult 2XL	\$13		
	Adult 2XL	\$10				Adult 3XL	\$13		
	Adult 3XL	\$10				Adult 4XL	\$13		
	Adult 4XL	\$10			Total Amt Due: _____				
Check # for Shirts: _____									

Bell City School – Parent Checklist

School Registration– New Students to CPSB Schools

Pre K –

1. Apply for Pre K
 - a. www.calcasieu4all.com
 - b. Follow instructions for Pre K
2. Wait for status on application or approval
 - a. DO NOT purchase shirts, etc until you are accepted into Pre K

Once approved for Pre K at your school, your child's info will be sent to the school.

3. Pay Registration Fees and Purchase uniform tees and other items from the school
 - a. <https://osp.osmsinc.com/CalcasieuLA/>

Elem, MS, High School Students

1. Register with CPSB <https://jcampus.cpsb.org/register/>
2. Register online with Bell City School <https://osp.osmsinc.com/CalcasieuLA/>
 - a. Pay registration fees
 - i. Be sure to select the correct fee – they are labeled
 1. **If the fee uses drop down menus, you will have to click on the name of the fee to see the options**
 - b. Purchase T Shirts
 - c. Pay Class Dues (HS)
 - d. Pay Club Dues (MS/HS)
3. All New Students must attend Bell City On-campus registration, even if you pre-registered online.
 - a. See website for On-campus registration information
4. Log into SPC/Grades to see student teacher or schedule
 - a. Wait approximately 1 week for data update

School Registration– Returning Students

Elem, MS, High School

1. Verify student data with CPSB <https://icampus.cpsb.org/progress/>
 - a. If the site is closed, check back until it is open again
 - b. Don't have a login? Submit a [PSN Request](#)
2. Register online with Bell City School <https://osp.osmsinc.com/CalcasieuLA/>
 - a. Pay Debts
 - b. Pay registration fees
 - i. Be sure to select the correct fee – they are labeled
 - 1. If the fee uses drop down menus, you will have to click on the name of the fee to see the options**
 - c. Purchase T Shirts
 - d. Pay Class Fees (HS)
 - e. Pay Club Dues (MS/HS)
3. Unable to register online? Attend Bell City On-campus registration
 - a. See website for On-campus registration information
4. Log into SPC/Grades to see student teacher or schedule <https://icampus.cpsb.org/progress/>