

Online Registration for Bell City 2019-2020

Dates: July 1 – 31

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

What you will need:

1. Email Address
2. Student First and Last Name(s)
3. Student ID # (New students will all use the student ID# 900 (see FAQ below))

Who is eligible? All Students from grades K-12

If your student is in Pre K - see below – they have special rules

YOU WILL HAVE TO CREATE A PARENT PROFILE AND ADD EACH STUDENT PROFILE- DO THIS NOW TO BE READY FOR JULY 1.

*You can create an account/profile now, but you will not be able see any items until it opens on July 1. *The site looks a bit different from a mobile device. Create a profile and play around a bit.

*There are three red lines at the top left to get to the menu to select your school.

Detailed instructions on our Bell City website. www.cpsb.org/bellcity

When will it open?: July 1- July 31

- *The online payment system will be turned off for Bell City Aug 1- if you miss the deadline, you will not be able to pay online.

What you can pay online:

- Registration fee \$20 per child
- Preorder uniform t-shirts- \$10 short sleeve or \$13 long sleeve
 - (same design from last year- new design coming for 2020-2021)
 - These are uniform approved and can be worn every day with uniform bottoms.
- HS only: class dues \$20/yr
- HS only: Parking fee-\$5 (only students who drive)
- ID Fees/Debts – you will enter the amount your child owes for ID fees

*You must assign students to each fee, so if you have multiple children, follow the instructions (posted on Bell City website) to make sure they are all linked to their fees.

MAKE SURE TO PRINT YOUR RECEIPT- WE WILL NOT ACCEPT DIGITAL/MOBILE RECEIPTS FOR SHIRT OR SCHEDULE PICKUP.

What you cannot pay online:

- Lunch payments - www.myschoolbucks.com to pay online
- School debts – they must be paid in person at registration or at the school office during normal school hours (At this time, only ID debts can be paid online)

Uniform TShirts – Preorders-Important Change

- Only those who preorder uniform t-shirts online by July 31 will receive shirts at registration (pending inventory).
- All shirts purchased at BC registration Aug 9 will be ON ORDER to be handed out once they arrive (likely after school starts)
- **NO SHIRTS WILL BE HANDED OUT AT REGISTRATION EXCEPT FOR PREORDERS.**
- If you need shirts before school starts, you must preorder online. –
- 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.

On Registration Day: Aug 9, 2019 – 9am-12pm

- Everyone will enter through the Big Gym

If you registered online:

- You must print and bring your registration receipt to pick up schedules and t-shirts (PREORDERS ONLY) and to “skip the lines”.
- If your child has a debt, you must pay at the registration debt table FIRST, even if you paid registration online. (These debts are unable to be paid online at this time EXCEPT FOR IDS)

If you DID NOT register online

- You will begin in the Big Gym.
- The line begins with the debt table, and continues to the fee payment room
- You can pay with cash or check at registration, but we ask that you only use 1 payment type (ALL CHECKS OR ALL CASH) and that you bring exact change.
 - Bring multiple checks – separate fees must be paid with separate checks
- We will have the forms you need posted on our website.
- More information will be updated as it arrives.

Frequently Asked Questions:

Why can't I register PreK online?

-PreK students must attend Bell City Registration to pay reg fees in person, but can preorder shirts online- see new student info below.

- What day is Bell City registration at school?

Friday Aug 9 : 9am-12pm- Big Gym

- My child is a new student and doesn't have an ID #- can I “register” online?

NO. This must be done in person, but you can order shirts online. See below.

All new students must bring the following with them to register:

- Birth Certificate
- Social Security
- current immunization record
- 2 proof of residence
- Parent drivers lic.
- Any legal documents if Guardian, or custody papers

New Students: If you want to pay reg fees and order shirts online:

- The system will allow you to add a student profile with a generic student ID.
- If your child doesn't have an ID# yet, please use the **ID# 900**.
- Make sure to use their full legal name so when we run reports, we can mark them paid. The 900 ID will help us when we run reports for new students.
- When you receive their actual ID#, you will need to update their profile on the online payment site for future use.
 - They should receive their actual ID within a week of school

Remember, you MUST bring documentation to registration at Bell City for new students even if you prepay online.

- My child attended another CPSB school and already has an ID #, can I register with Bell City online?

Yes- It seems like the system will allow you to register as long as you have the student's full legal name and a valid ID #- MAKE SURE you have permission to transfer schools from Office of Child Welfare and Attendance.

-If I register online, do I still need to attend registration?

Only If you want to pick up pre-ordered shirts, class schedules etc. Otherwise, shirts will be sent home during first week of school.

-Can someone else pick up shirts for me?

It's possible – But they MUST HAVE THE PRINTED RECEIPT. Only those with the printed receipt can pick up shirts. They will have to sign for the shirts.

- If I order online, am I guaranteed to receive all of my order at registration?

NO- we will fill orders as they arrive, and if you are missing shirts due to low inventory, they will be on order. The earlier you order online, the better chance you have to receive your entire order.

- If I order shirts at BC registration (not online) when will they arrive?

Most orders take 2-4 weeks to arrive. Students will have to follow cpsb uniform shirt policy until their uniform t-shirts arrive.

-I still owe a debt, can I register online?

Yes- but you will not be allowed to pick up shirts and/or class schedules until the debt is paid- you can pay ID debts online, but others at debt table @ registration.

-I don't have my child's ID #- where do I find that?

On Student Progress Center, ask them their computer username(it's part of their username), report card, etc.