FOR STUDENT ONLINE FORMS ONLY
https://butlertech.payschools.com

STUDENTS NEW TO BUTLER TECH CAMPUS PROGRAMS
PARENTS/GUARDIANS MUST COMPLETE THE FORMS ON-LINE NO LATER THAN
THURSDAY, AUGUST 15TH, 2019

Before you start, you will need the following information:

- Access to a computer. Do not use a mobile device or touch responsive devices.
- Your child’s student ID number. It is a nine (9) digit number starting with 999_ _ _ _ _ _
- The name and phone number of the doctor your child visits (If you do not have one, please insert, “No
doctor” “000-000-0000”)
- The name and phone number of the dentist your child visits (If you do not have one, please insert, “No
dentist” “000-000-0000”)
- Preferred hospital and phone number of the hospital (If they do not have a preferred hospital, please
insert, “Closest hospital” “000-000-0000”)
- Three Emergency Contacts – Name and phone numbers

PARENT DIRECTIONS FOR PAY SCHOOL FORMS:

1. A parent should create an account by going to https://butlertech.payschools.com and click on “Register.”
2. In the following screen, the parent should choose the “I am a Parent” in the drop down and then click “Next.”

3. Complete the required information (see below). For the “Email Id” use your email address. Once the required information is completed, click on “Finish.” This will send the parent back to the main screen to login with the new username and password created.
4. Using your “Username” and “Password,” log in.

5. The next screen you will see is an informational screen. **PaySchool Central** is the portal to pay student fees and complete the Free and Reduced Lunch application. To continue completing the forms, click on the “X” to continue completing the required forms.
6. The following screen will come up when you, the parent, logs in. Click on “Add Student.”

7. Enter the **Student ID** (999 number that you received); “**Student First Name**” and “**Student Last Name**” as spelled on the information you received and then click “Continue.”
8. The student’s name will populate after you click on continue, then you will click on “Enter Forms.”

9. Click on the student’s name:

10. Click on the program your child will be participating. Programs are listed by campuses. Then click on “Fill Out Forms.”
11. Parents can then enter the required student information. When finished click “Next Section.”

12. Parents can collapse or expand each section of the forms by clicking on the blue arrows next to each section. Any section that has red triangles means information is missing.
13. The “Acknowledgement” section will ask you to initial to indicate that you have read, understand, and agree that you and your student have reviewed the documents listed below and will abide by and/or grant permission therein of the terms outlined in the documents listed below. The documents are available on ButlerTecg.org under the Teen Education section. Once you finish initialing each section, click on “Save and Mark Complete.”
14. Click on “Sign”

15. Click on “Next”
16. In the “Parent/Guardian Initials” box, type your initials

17. Click on “Finish.”
You can review the completed documents by clicking on the file drawer/arrow graphic. Completed documents will be sent to your email.

Tyler Allen

Programs
Please select a program below:
- Biotechnology
- Dental Science (2019-2020)
- Exercise Science (2019-2020)
- FLTW Biomedical Science (2019-2020)
- D. Russell Lee
- Auto Collision Technology (2019-2020)
- Automotive Technology (2019-2020)
- Aviation Exploration (2019-2020)
- Construction (2019-2020)
- Cosmetology (2019-2020)
- Culinary Arts (2019-2020)
- Digital Media (2019-2020)
- Firefighting Technology (2019-2020)
- Graphic Design (2019-2020)
- Information Technology (2019-2020)
- Mechatronics (2019-2020)
- Precision Machining (2019-2020)
- Welding Technology (2019-2020)
- Natural Science Center
- Equine Science (2019-2020)
- Veterinary Science (2019-2020)
- School of the Arts
- Dance (2019-2020)
- Instrumental Music (2019-2020)
- Theatre (2019-2020)
- Visual Art and Design (2019-2020)
- Vocal Music (2019-2020)
- Signed Programmes

* Criminal Justice (2019-2020)
To modify any information, click on the box with the check mark.

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Programs
Please select a program below:
- Biotechnology
- Dental Science (2019-2020)
- Exercise Science (2019-2020)
- PHTY Biomedical Science (2019-2020)
- D. Russell Lee
- Auto Collision Technology (2019-2020)
- Automotive Technology (2019-2020)
- Aviation Exploration (2019-2020)
- Construction (2019-2020)
- Cosmetology (2019-2020)
- Culinary Arts (2019-2020)
- Digital Media (2019-2020)
- Firefighting Technology (2019-2020)
- Graphic Design (2019-2020)
- Information Technology (2019-2020)
- Mechatronics (2019-2020)
- Precision Machining (2019-2020)
- Welding Technology (2019-2020)

Signed Programs
- Criminal Justice (2019-2020)