

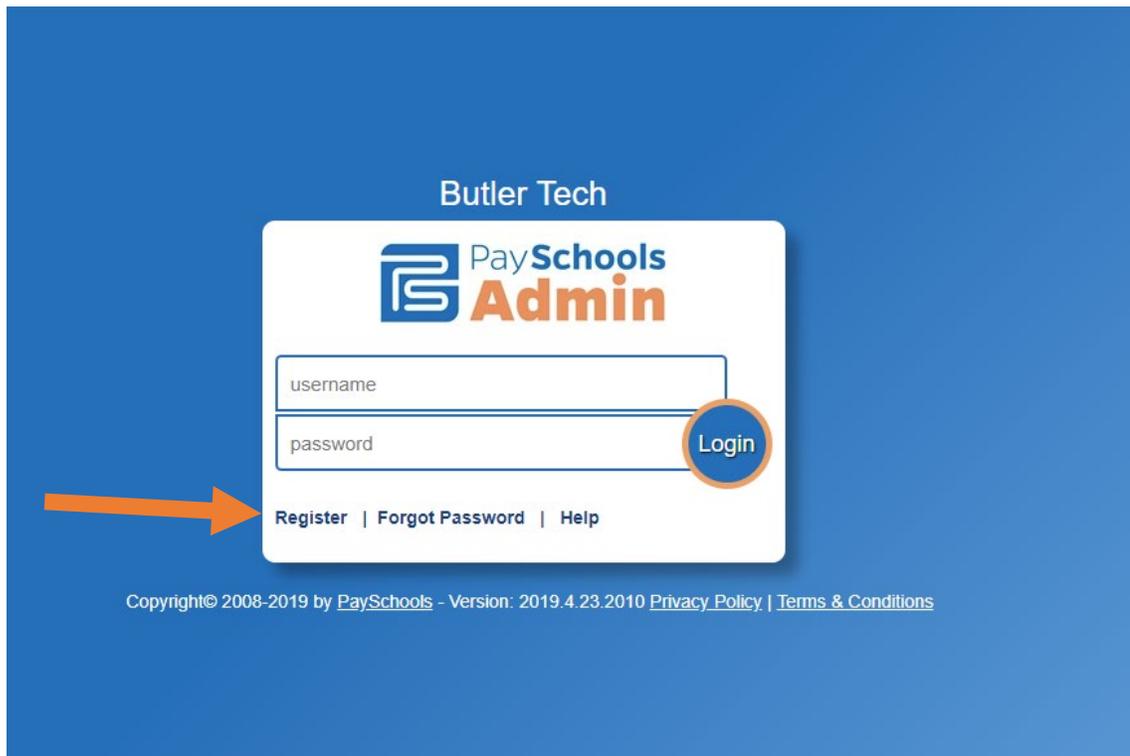
**STUDENTS ATTENDING BUTLER TECH CAMPUS PROGRAMS  
PARENTS/GUARDIANS MUST COMPLETE THE FORMS ON-LINE NO LATER THAN  
MONDAY, AUGUST 9<sup>TH</sup>, 2021**

Before you start, you will need the following information:

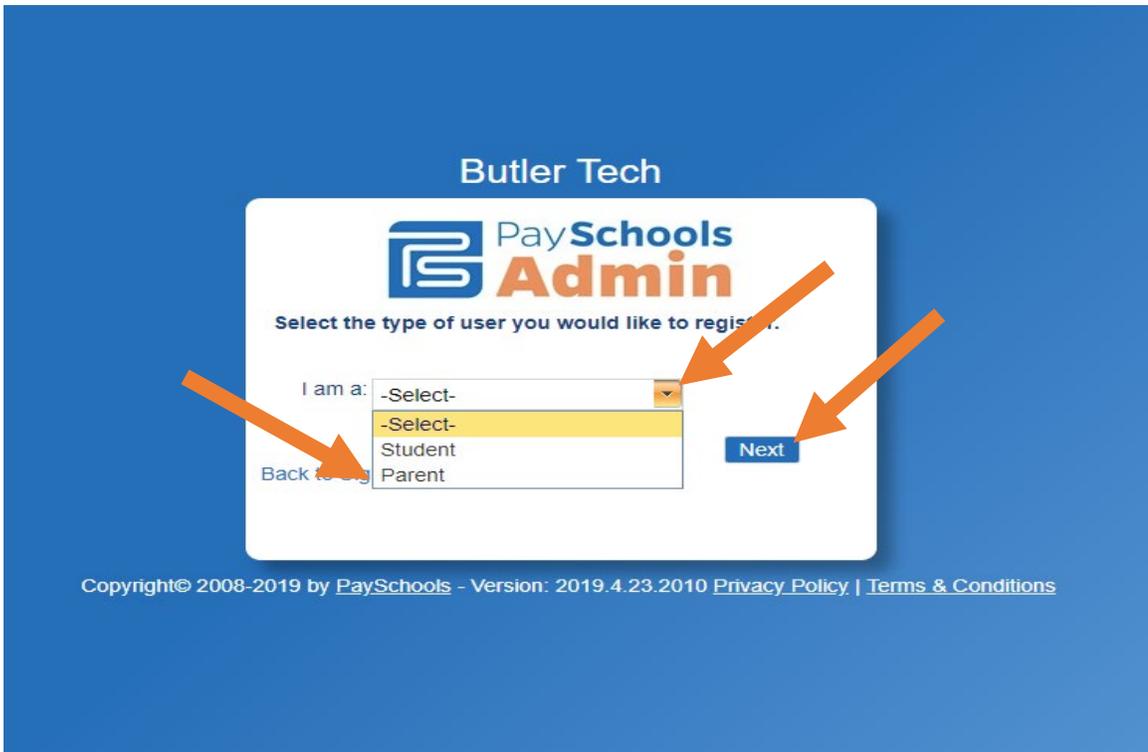
- Access to a computer. **Do not use a mobile device or touch responsive devices.**
- Your child’s student ID number. It is a nine (9) digit number starting with 999\_ \_ \_ \_ \_
- The name and phone number of the doctor your child visits (If you do not have one, please insert, “No doctor” “000-000-0000”)
- 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 PAYSCHOOL FORMS:**

1. Parents should create an account by going to **butlertech.payschools.com** and clicking on “**Register**”.



2. In the following screen, parents 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, parent, email address. Once the required information is complete, click on “Finish”. This will send the parent back to the main screen to login with the new username and password created.

Butler Tech

PaySchools Admin

Your First Name:

Your Last Name:

Email Id:

Password:

Confirm Password:

Security Question:

Security Answer:

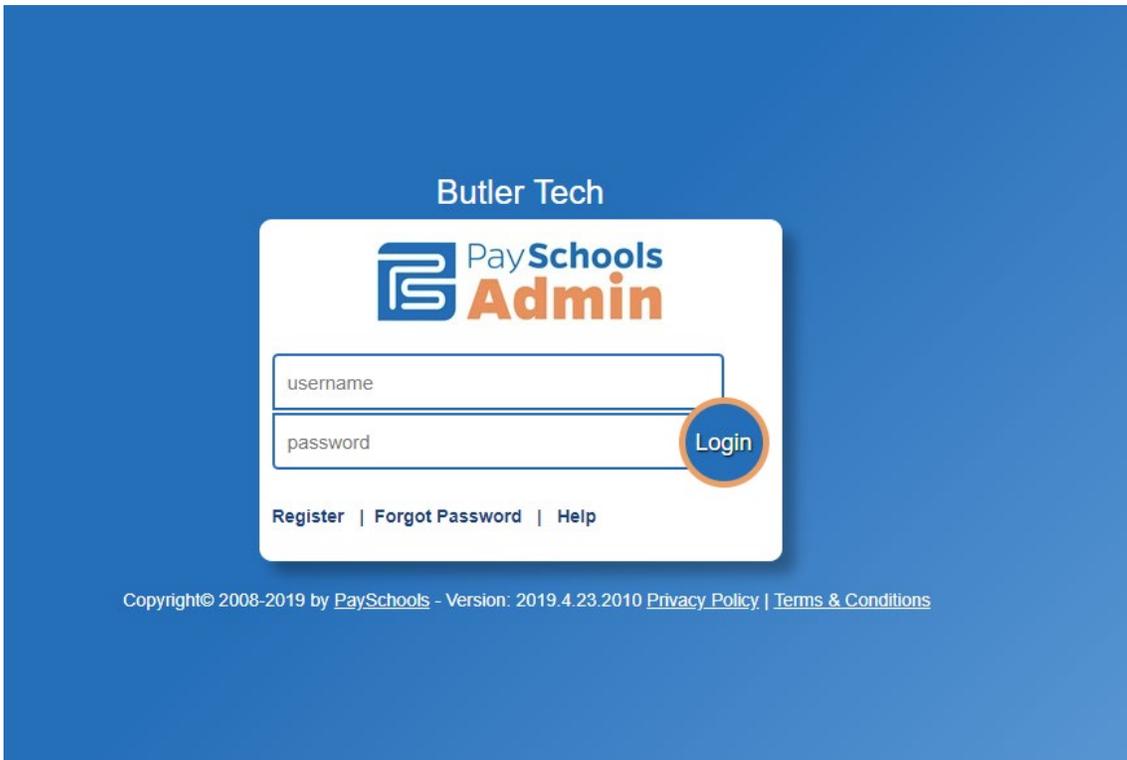
Confirm Answer:

Previous Finish

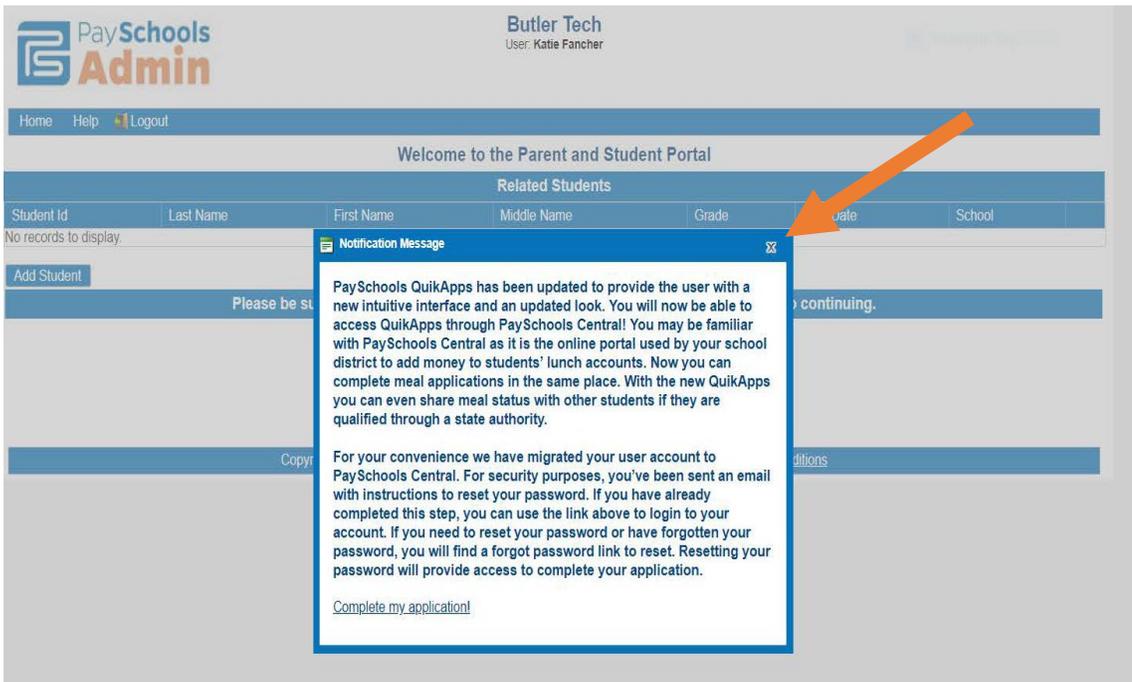
Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.

Copyright© 2008-2019 by PaySchools - Version: Privacy Policy | Terms & Conditions

4. Using your “Username” and “Password”, log in.



5. **CLICK ON THE “X” WHEN YOU SEE THIS POP UP!** This is an informational screen. **PaySchool Central** is the portal to pay student fees and complete the Free and Reduced Lunch application. This is not where you want to go at this point.



6. The following screen will come up when you, the parent, logs in. Click on “Add Student”.

PaySchools Admin

Butler Tech  
User: KATHY DIBLASI

Home Help Logout

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
No records to display.						

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Enter Forms Contact Information Free/Reduced Meal Application

Copyright© 2008-2019 by PaySchools - Version: 2019.4.23.2010 Privacy Policy | Terms & Conditions

7. Enter the **Student’s ID** (999 number that you received); **Student’s First** and **Last Name** as spelled on the information you received and then click “Continue”.

Student Information

In order to add a student you will need to know the first and last name and student id exactly as it is stored in your district’s Student Information System.

Student Id:

Student First Name:

Student Last Name:

Continue Cancel

8. The student's name will populate. Click on "Enter Forms".

ayschools.com/Module/SDMS/EditUserPatrons.aspx

The screenshot shows the PaySchools Admin interface for Butler Tech. At the top left is the PaySchools Admin logo. At the top right, it says 'Butler Tech User: KATHY DIBLASI'. Below the logo is a navigation bar with 'Home', 'Help', and 'Logout'. A blue banner reads 'Welcome to the Parent and Student Portal'. Below this is a table titled 'Related Students' with columns: Student Id, Last Name, First Name, Middle Name, Grade, Birth Date, and School. The table contains one row for student ID 999000000, last name Allen, first name Tyler, middle name G, grade 11, birth date 02/02/2002, and school D. Russell Lee. Below the table is an 'Add Student' button and a message: 'Please be sure to add all your current students using the Add Student button prior to continuing.' At the bottom are three buttons: 'Enter Forms', 'Contact Information', and 'Free/Reduced Meal Application'. An orange arrow points to the 'Enter Forms' button. A footer at the bottom reads 'Copyright© 2008-2019 by PaySchools - Version: 2019.4.23.2010 Privacy Policy | Terms & Conditions'.

9. Click on the student's name.

The screenshot shows the PaySchools Admin interface for Butler Tech. At the top left is the PaySchools Admin logo. At the top right, it says 'Butler Tech User: KATHY DIBLASI'. Below the logo is a navigation bar with 'Home', 'Help', and 'Logout'. A blue banner reads 'Powered By: Local Level'. Below this is a section with 'Instructions' and a box containing the student name 'TYLER ALLEN' with a red '0' next to it. To the right is a button labeled 'Completed Student Forms to Process'. An orange arrow points to the 'TYLER ALLEN' box.

10. Click on the program your child will be participating. Programs are listed by campuses. Then click on "Fill Out Forms".

The screenshot shows the PaySchools Admin interface for Butler Tech. At the top left is the PaySchools Admin logo. At the top right, it says 'Butler Tech User: Kathy DiBlasi'. Below the logo is a navigation bar with 'Home', 'Help', and 'Logout'. A blue banner reads 'Powered By: Local Level'. Below this is a section with 'Instructions' and a box containing the student name 'TYLER ALLEN'. To the right is a button labeled 'Completed Student Forms to Process'. Below the student name is a section titled 'Programs' with the text 'Please select a program below:'. Underneath is a list of programs grouped by campus. The 'D. Russel Lee' campus has programs like Auto Collision Technology, Automotive Technology, Aviation Exploration, Construction, Cosmetology, Criminal Justice, Culinary Arts, Digital Media, Firefighting Technology, Graphic Design, Information Technology, Mechatronics, Precision Machining, and Welding Technology. The 'Natural Science Center' campus has Equine Science, Landscape Design & Construction, and Veterinary Science. At the bottom of the program list is a button labeled 'Fill Out Form(s)'. Two orange arrows point to the 'Programs' section and the 'Fill Out Form(s)' button.

11. Parents should enter the required student information. When finished, click the blue arrow (▶) to continue or click on “Next Section” to open up other required sections.

The screenshot shows the 'PaySchools Admin' interface for a user named 'Kathy DiBlasi'. The main content area is titled 'Tyler Allen' and contains a form for 'Student Information'. The form fields are as follows:

- Student First Name\*: Tyler
- Student Middle Name: G
- Student Last Name\*: Allen
- Called Name: (empty)
- Grade\*: 11
- Student Cell Phone: (empty)
- Student DOB\*: 02/02/2020

On the right side, there is a 'Completed Student Forms to Process' section with buttons for 'Cancel', 'Expand/Collapse All', 'Download Student Forms', and 'Save and Mark Complete'. At the bottom center, there is a large blue button labeled 'Next Section' with a downward arrow.

12. Parents can collapse or expand each section of the forms by clicking on the blue arrows (▶) next to each section. Any section that displays a red triangle indicates that information is missing.

The screenshot shows the 'PaySchools Admin' interface for a user named 'Kathy DiBlasi'. The main content area is titled 'Tyler Allen' and contains a list of form sections. Each section has a blue arrow (▶) next to it, indicating it can be expanded. A red triangle icon is visible next to the 'Fifth Day Experience' section, indicating that information is missing.

- ▶ Student Information ✓
- ▶ Student Address ✓
- ▶ Parent/Guardian Information ✓
- ▶ Emergency Contact ✓
- ▶ Media Release ✓
- ▶ Health Issues ✓
- ▶ Health Information ✓
- ▶ Fifth Day Experience ⚠
- ▶ Acknowledgement ✓

On the right side, there is a 'Completed Student Forms to Process' section with buttons for 'Cancel', 'Expand/Collapse All', 'Download Student Forms', and 'Save and Mark Complete'. At the bottom, there is a footer with the text: 'Copyright© 2008-2020 by PaySchools - Version: 2020.6.23.2215 Privacy Policy | Terms & Conditions'.

13. The “**Acknowledgement**” section will ask you to **initial each section** 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 Butlertech.org under the High School Education section. Once you finish initialing each section, click on “**Save and Mark Complete**”.

The screenshot shows the PaySchools Admin interface for a user named Tyler Allen. The interface includes a navigation bar with 'Home', 'Help', and 'Logout' options. The main content area is titled 'Tyler Allen' and contains a list of sections to be reviewed. The 'Acknowledgement' section is currently expanded, showing a list of documents to be initialed. The 'Save and Mark Complete' button is highlighted in green.

**PaySchools Admin** Butler Tech  
User: Kathy DiBlaesi

Home Help Logout  
Powered By: Local Level

Instructions

Tyler Allen

- ▶ Student Information ✓
- ▶ Student Address ✓
- ▶ Parent/Guardian Information ✓
- ▶ Emergency Contact ✓
- ▶ Media Release ✓
- ▶ Health Issues ✓
- ▶ Health Information ✓
- ▶ Fifth Day Experience ✓
- ▼ Acknowledgement ⚠

Completed Student Forms to Process

- Cancel
- Expand/Collapse All
- Download Student Forms
- Save and Mark Complete

Please Initial (Parent's/Guardian's initials) - I have read, understand, and agree my student and I have reviewed the documents listed below and will abide by and/or grant permission therein of the terms outlined in the following Butler Tech documents, I am aware all of the documents are available on ButlerTech.org under the Teen Education section.

Acceptable Use of Internet Safety Policy Parent/Student\*

CTE Program Waiver and Release Form\*

1:1 Mobile Learning Device Handbook\*

Emergency Medical Form\*

Fifth Day Experience Permission Slip\*

Student/Minor Photograph Video Form\*

Butler Tech Campus Handbook (includes the Annual Notice About Your Rights)\*

Life Span Informed Consent and Student Responsibilities\*

↑ Previous Section Save and Mark Complete ✓



14. The following screen will pop up. Click the “Sign” checkbox and then click “Next” (this will appear under the checkbox once a check is entered).

**1 Mobile Learning Device Handbook\***

kad

emergency

kad

ftth Day E

kad

udent/Mi

kad

utler Tech

kad

feSpan In

kad

### Student Program Forms Submission

Select Programs to Sign

Equine Science (2020-2021) for Tyler Allen

List of Documents Completed:

- 1 to 1 Mobile Learning Device
- Acknowledgement of BT Agreements
- AUP - Parent
- AUP - Student
- CTE Program Waiver and Permission
- Emergency Medical
- FDE Permission Slip
- LifeSpan Informed Consent/Stud Responsibilities
- Photo Video Form

If the information I provided on this form changes, I will promptly update this form with the updated information.

By electronically signing this form, I certify that the information I am submitting is complete and accurate and that I am the legal guardian of the above student.

Sign:

Skip Cancel

Previous Section Save and Mark Complete

available on ButlerTech.org under the Teen Education section.

Acceptable Use of Internet Safety Policy Parent/Student\*

kad

CTE Program

kad

1:1 Mobile

kad

Emergency

kad

Fifth Day E

kad

Student/Mi

kad

Butler Tech

kad

LifeSpan Informed Consent and Student Responsibility\*

kad

### Student Program Forms Submission

Select Programs to Sign

Equine Science (2020-2021) for Tyler Allen

List of Documents Completed:

- 1 to 1 Mobile Learning Device
- Acknowledgement of BT Agreements
- AUP - Parent
- AUP - Student
- CTE Program Waiver and Permission
- Emergency Medical
- FDE Permission Slip
- LifeSpan Informed Consent/Stud Responsibilities
- Photo Video Form

If the information I provided on this form changes, I will promptly update this form with the updated information.

By electronically signing this form, I certify that the information I am submitting is complete and accurate and that I am the legal guardian of the above student.

Sign:

Next Cancel

15. Type in parent initials and click on "Sign".

Mobile Learning Device Handbook\*

### Student Program Forms Submission

The following documents will be signed:

Equine Science (2020-2021) for Tyler Allen

- 1 to 1 Mobile Learning Device
- Acknowledgement of BT Agreements
- AUP - Parent
- AUP - Student
- CTE Program Waiver and Permission
- Emergency Medical
- FDE Permission Slip
- LifeSpan Informed Consent/Stud Responsibilities
- Photo Video Form

Parent/Guardian Initials:

Previous Cancel

CTE Program

### Student Program Forms Submission

The following documents will be signed:

Equine Science (2020-2021) for Tyler Allen

- 1 to 1 Mobile Learning Device
- Acknowledgement of BT Agreements
- AUP - Parent
- AUP - Student
- CTE Program Waiver and Permission
- Emergency Medical
- FDE Permission Slip
- LifeSpan Informed Consent/Stud Responsibilities
- Photo Video Form

Parent/Guardian Initials:

Previous Sign Cancel

LifeSpan Informed Consent and Student Responsibilities\*

16. Click **“Finish”** to complete the forms

Mobile Learning Device Handbook\*

### Student Program Forms Submission

The following documents will be signed:

Equine Science (2020-2021) for Tyler Allen

- 1 to 1 Mobile Learning Device
- Acknowledgement of BT Agreements
- AUP - Parent
- AUP - Student
- CTE Program Waiver and Permission
- Emergency Medical
- FDE Permission Slip
- LifeSpan Informed Consent/Stud Responsibilities
- Photo Video Form

Parent/Guardian Initials: kad

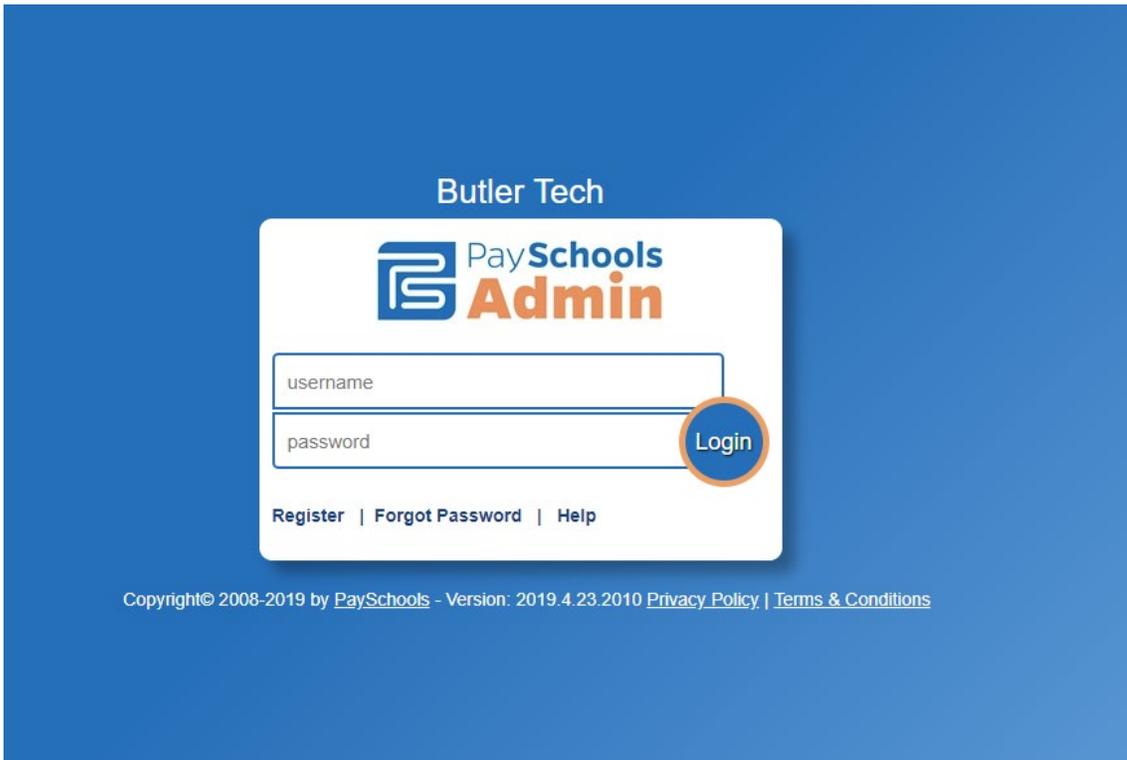
Process Result - "Signatures Saved."

Finish

Once you click **“Finish”**, you are done. A copy of all of the forms you completed will be sent to your email address for you to download and review.

To go back into a completed form to change responses:

1. Using your username and password, log in.



2. Click on view/edit forms:

