



Chippewa Valley Schools has adopted PaySchools Central as an online payment resource for the parents in our district. Our goal in utilizing PaySchools Central is to become “cash free” in our schools by January 2019. We started this initiative in August by rolling out PaySchools Central to our high schools. PaySchools Central is a secure payment system which simplifies school payments in an easy-to-use online portal. It enables parents to pay assigned and optional fees online quickly and easily. PaySchools Central can be accessed via a link on the Chippewa Valley Schools website (*For Parents, PaySchools*) or by typing in **[www.payschoolscentral.com](http://www.payschoolscentral.com)**.

Our school will begin using PaySchools Central. In order to use PaySchools Central you will need to create a parent account. You can access the PaySchools Central web link from our Chippewa Valley Schools website and follow the directions for setting up an account. Once your account is created you will need to link your student (s) to your account. You will need your child’s student number to do this. You should have received a letter from the office with this information.

*Listed below are some tips for using PaySchools Central:*

- 1. You must register for a new PaySchools Central account. Your “old” PaySchools user id and password will not work.***
- 2. Use Google Chrome. PaySchools does not work with Internet Explorer.***
- 3. PaySchools Central accepts Credit/Debit Cards and Checks (ACH).***
- 4. When linking your student (s) to your account replace apostrophes with a space. Example: O’Leary will become O Leary. This works for both first names and last names.***
- 5. Assigned fees are things that your student may owe - lost library books, un-returned sports equipment, damaged school property, etc. All other fees will be “Optional”. You will want to make most your purchases from this “Optional” tab.***

We have created a parent guide which is posted on our website to assist you. This is a step by step guide to help you create an account and purchase an item. You can find this PDF document right below the PaySchools Central link on the Chippewa Valley Schools district website.