RUSSELL COUNTY USD 407

400 North Elm Street, Russell, Kansas 67665 · P: (785) 483-2173 · F: (785) 483-2175 · www.usd407.org

July 1, 2026

PowerSchool online enrollment opens July 13th! Enrollment is required for all students.

Classes begin August 12th 8:00 – 11:30 AM

Dear Parents/Guardians:

Online enrollment for the 2026-2027 school year opens on July 13th. Families can complete the enrollment process at home or by attending the enrollment support event. Parents are asked to complete and submit all forms between July 13th and August 5th. Follow the steps below to access the online forms. An * indicates a response is required.

Online enrollment can be completed using the PowerSchool app or by logging into PowerSchool using any smart device through a web browser. Go to www.usd407.org and click on PowerSchool located in the red bar below the pictures.

STEP 1: **IF YOU ALREADY HAVE A PARENT ACCOUNT, SKIP THIS STEP!** FOR RETURNING STUDENTS, THIS STEP HAS BEEN COMPLETED DURING A PREVIOUS SCHOOL YEAR. To add an additional student to your existing parent account, follow the instructions entitled "*Adding a Student to Your Parent Portal*."

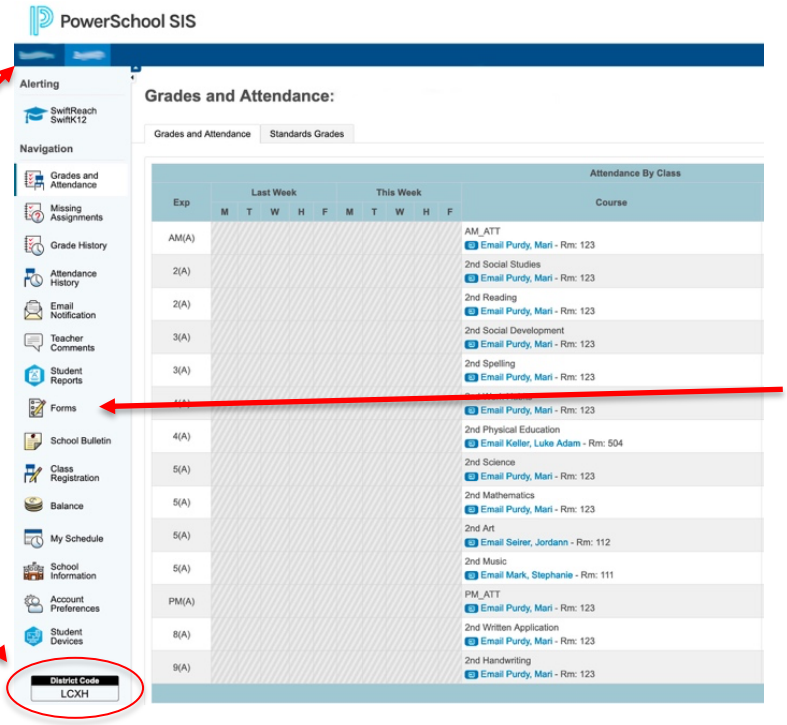
Visit https://powerschool.usd407.org/public/ and click on **CREATE ACCOUNT** to begin setting up a parent account. During this process, connect the student(s) to the parent account using the individualized **ACCESS ID** and **ACCESS PASSWORD** provided by USD 407. The question dealing with relationship wants to know who the person setting up the account is to the child. *(Using your student's login will not work for enrollment.)*

STEP 2: Login to PowerSchool using the parent account YOU created:

Select a student. Each student connected to the parent login will be listed here. Click on the student's name to navigate between students.

This code is needed to access your student's data on the PowerSchool app.

DISTRICT CODE:
LCXH



Step by step instructions are available online.

1. Visit www.usd407.org.
2. Below the pictures, click **PARENTS/STUDENTS**.
3. Click on **HOW TO INSTRUCTIONS**.

Click on the **Forms** link to complete enrollment documents. The forms are interactive which means based on your responses, additional questions may appear or disappear.

NOTE: Don't be alarmed if form numbers are not in sequential order. Some forms are building specific and do not apply to all students.

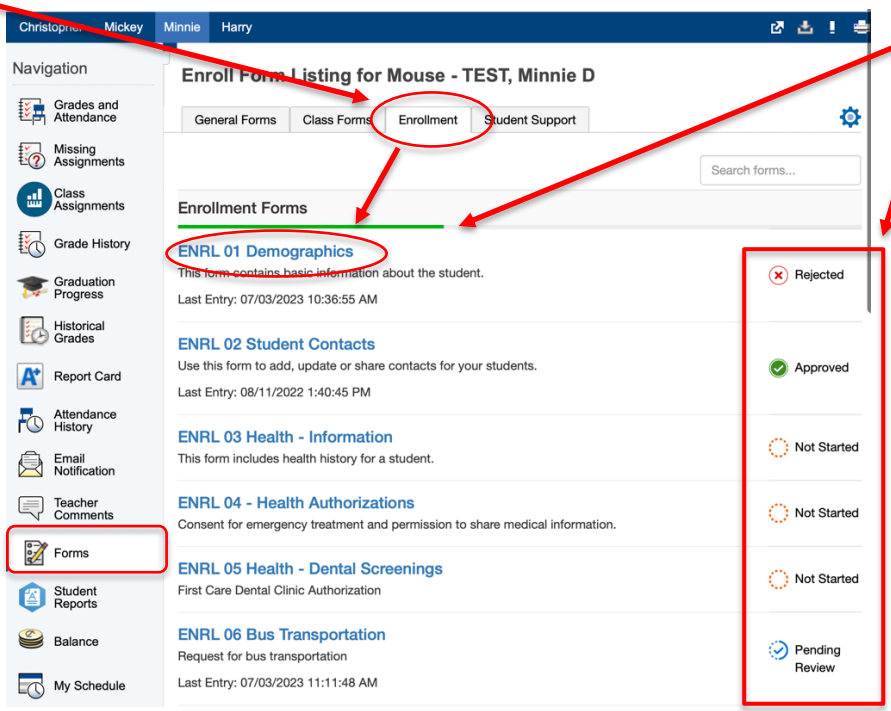
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STEP 3: Click on the **ENROLLMENT** tab. Select the form labeled **ENRL 01 Demographics** to begin the enrollment process. Review and complete all questions, even if fields contain prepopulated data. **Make ALL changes that are needed.** Hit **SUBMIT** at the bottom of the form and the system will guide you to the next form that needs to be completed. Work through forms ENRL 01 – ENRL 22. The user can return to the full list of forms by selecting **Forms** at any time. ***Please note that not all forms apply to all students – READ CAREFULLY!***

HELPFUL TIPS: Clicking the **SAVE FOR LATER** or **SUBMIT** button at the bottom of the form saves data to the server. This process does not need to be completed all at once. Take a break as needed by logging out of PowerSchool. The system will log you out after 30 minutes of inactivity. Pick up where you left off by logging back in using the parent account established in STEP 1.

Above the list of forms, a green bar will appear indicating progress toward completing ALL enrollment forms.



Monitor the status of each form on the right side of the screen to track your progress.

- A **"Not Started"** status indicates the form still needs to be completed.
- A **"Pending Review"** status indicates the form has been submitted and is awaiting review.
- An **"Approved"** status indicates the form has been submitted and reviewed by school personnel.
- A **"Rejected"** status indicates **YOU** need to review the form and possibly resubmit the form.

THIS PROCESS NEEDS TO BE COMPLETED FOR EACH STUDENT!!!

STEP 4: **FEES PAYMENT.** USD 407 has partnered with *eFunds for Schools* to accept electronic payments. Instructions are included to set up an online account. Click on the **FEES Enrollment Costs and Online Payments** link to begin the process. Convenience fees will be assessed with each transaction. **SUBMITTING PAYMENT ONLINE IS NOT REQUIRED! CASH AND CHECKS ARE STILL VALID FORMS OF PAYMENT.**

USD 407 staff members will be available to assist families with the online enrollment process on the date and time listed below.

Date	Time	Location
Wednesday – July 29	3:00 p.m. – 7:00 p.m.	District Administration Office – 400 N. Elm St., Russell

If you need assistance and cannot attend the scheduled support event, please call to schedule a visit at your student's attendance center or the District Administration Office after July 29th for assistance between the hours of 8:00 a.m. and 3:30 p.m.

Jordan Perez, Superintendent