



## 2024-2025 MVCSD REGISTRATION

Registration for the upcoming school year will be required to be completed online through [PowerSchool](#). This process will be available beginning **Tuesday, August 6th**. Student registration fees and lunch fees can be paid online through [RevTrak](#). If you are unable to complete either process online, please call Sarah or Brandy at the high school ([\(563\) 922-2091](tel:5639222091)) to set up a time to come in. ***This will be by appointment only.***

For questions regarding the registration process please contact:

- PowerSchool | Sarah Lown | [sarahlown@maquoketa-v.k12.ia.us](mailto:sarahlown@maquoketa-v.k12.ia.us)
- RevTrak | Morgan Nefzger | [morgannefzger@maquoketa-v.k12.ia.us](mailto:morgannefzger@maquoketa-v.k12.ia.us)
- Free/Reduced Applications | Morgan Nefzger | [morgannefzger@maquoketa-v.k12.ia.us](mailto:morgannefzger@maquoketa-v.k12.ia.us)

### Returning student registration process and/or adding a student to your account.

Please log onto your [PowerSchool](#) portal by using the following steps:

1. Go to [www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)
2. Click on the [POWERSCHOOL](#) link on the left-hand side.
3. Enter your username and password.
4. Go to the bottom left-hand side and select FORMS.  
(If you are adding a student, click on ACCOUNT PREFERENCES and STUDENTS then ADD. Use information at the top of this sheet.)
5. Complete all of the forms listed then submit when finished.  
(This process should be done for **each child** in the district - names listed on top of the page.)
6. On the left-hand side, click on SORT CONTACTS. *Make sure each person listed has a relationship selected for their name.*
7. If you want to add a contact, on the left-hand side, click UPDATE CONTACTS.  
(Note: the first **two** contacts listed will receive texts and emails through our alert system.)

***\*\*Now that you have registered your child(ren), you need to pay for registration and lunch fees\*\****

8. Click on the [REVTRAK](#) link on the left-hand side.
9. Enter your username and password for REVTRAK (separate from PowerSchool).
10. Click on POWERSCHOOL FEES for registration fees and FOOD SERVICE for lunch fees.



11. You will be directed to enter your debit or credit card information at checkout.
12. Click on COMPLETE ORDER. You may view and print your receipt if desired.

***\*\*Registration and/or lunch fees may also be dropped off at the school or sent with your child.\*\****

***\*\*If you forgot your RevTrak password, please click on forgot password to reset.\*\****

**Students new to the district.**

1. Go to [www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)
2. Select the [POWERSCHOOL](#) link on the left-hand side.
3. Select CREATE ACCOUNT and again CREATE ACCOUNT.
4. Fill in your parent information, create your username and password (must be 6 characters long), and fill in your child's name, access ID, access password, and relationship. (Access ID and password are on the top of this sheet.)
5. You will then be directed to the [PowerSchool](#) login page to enter the username and password you created.
6. Once you log in, go to the bottom left-hand side and click on FORMS.
7. Complete all of the forms, click on save, then submit when finished.
8. On the left-hand side, click on UPDATE CONTACTS. *Make sure each person listed has a relationship selected for their name.* (Note: the first **two** contacts listed will receive texts and emails through our alert system.)
9. On the left-hand side, click on SORT CONTACTS. Make sure they are in your preferred order. Then save.

***\*\*Now that you have registered your child(ren), you need to pay for registration and lunch fees\*\****

10. To register for a [REVTRAK](#) account, please contact Morgan Nefzger ([morgannefzger@maquoketa-v.k12.ia.us](mailto:morgannefzger@maquoketa-v.k12.ia.us)).



## 2024-2025 REGISTRATION FEES

### Breakfast, Lunch, & Ala Carte Items

Student Breakfast	\$1.85
Student Lunch (K-5)	\$2.55
Student Lunch (6th-12th)	\$2.80
2 <sup>nd</sup> Entree (7th-12th)	\$2.00
Extra Carton of Milk	\$0.65
Cheese Stick (Elementary)	\$0.40
Extra Juice (breakfast)	\$0.70
Extra Fruit (breakfast)	\$0.55

### Free/Reduced Lunch & Fees

To qualify for free or reduced fees, an application must be completed and turned in to Morgan at the middle school office by **Thursday, July 25th**. Once online registration opens, you will see this deduction when you get to the student fees. This form is included in this registration packet and is also available on our website [Registration](#) page under Lunch Information → Free & Reduced Meal Program Information.

### Student Punch Pass

Student punch passes are available for purchase in the High School office for \$40.00. Students get one card with (10) punches to be used at any Junior High or High School athletic event.



## ADDITIONAL INFORMATION

### Alert Reminder

Please make sure all contact information (cell phones/email/emergency contacts/etc.) is updated in [PowerSchool](#). **Please do not list parents as emergency contacts.** The first **TWO** contacts listed will be those who receive the texts and emails, so please ensure you have them in the correct order. Text message alerts will be coming from the high school phone number ((563) 922-2091) and emails will come from sender [mvalerts@maquoketa-v.k12.ia.us](mailto:mvalerts@maquoketa-v.k12.ia.us). If the information in PowerSchool is not accurate, you will **not** receive these alerts. Contact Sarah Lown ([sarahlown@maquoketa-v.k12.ia.us](mailto:sarahlown@maquoketa-v.k12.ia.us)) if you have questions.

### Website

For your reference, there is a registration link on our homepage ([www.maquoketa-v.k12.ia.us](http://www.maquoketa-v.k12.ia.us)) for any additional registration information and/or documents. Click on FAMILIES and then REGISTRATION.