



## PAY SCHOOL FEES ONLINE!

The Johnston Community School District continues to provide parents an easy way to pay for their child's registration and school related fees. Parents can pay with VISA, MasterCard or Discover credit or debit cards for these items.

### Elementary School Fees

Registration Fees      Activity Tickets  
Daily Planners        PTO Membership

### Middle Schools Fees

Registration Fees      Activity Tickets  
Daily Planners        Assignment Notebooks  
School Calendars      PTO Membership

### High School Fees

Registration Fees      Band Auditions        Band Uniforms      Vocal Fees  
Activity Tickets        Daily Planners        Instrument Rental    Yearbooks  
School Calendar        Parent/Teacher Hospitality

### To Make Online Payments:

1. **Visit** district website at [www.johnston.k12.ia.us](http://www.johnston.k12.ia.us).
2. Click on **RevTrak Online Payment** link on homepage (under Quick Links) to access the district web store.
3. **Select your student's school** from the list under Browse.
4. **Select the fee** to make a payment to **or the item** you would like to purchase for your student.
5. **Enter the required information** and click **"Buy Now"**.
6. **Confirm the fees** you have selected and click **"Continue Shopping"** (to add additional items to your shopping cart) or click **"Go to Checkout"**.
7. If a **new customer**, select **"I am a new customer."**
8. Enter your **email address** and **"Sign in."**
9. **If a returning customer**, select **"I am a returning customer."**
10. Enter your **email address, password**, and select **"Sign in"**.
11. Enter your **Billing and Payment Information. Create password** if required.
12. Verify information for accuracy and select **"Complete Order"**.

### Need Help?

**Forgotten Web Store Password?** Click Password Reminder, enter your email address and click arrow. Your password will be emailed to you shortly.

Johnston Community School District  
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