Using the Lumen Parent Portal

Enter the Location: (Elementary = 4, Junior High= 5, High School = 6), Parent Portal login and password.
(Do not use Student login information)

Online Forms

Once logged in you will select your student(s) and then choose the 2019 - 2020 Registration option at the bottom-left and you will see the required Lumen forms. Presently there are two forms:

Liberty Authorization Form and the *Liberty Returning Student* form.

Click on the right caret to expand the form listing into the right window.

🏷 Course Info	≫ >	**2**					Submit
🏷 Classroom Activities / Assignments	≫ >	#	Description	History	Available for Entry	Status	School Reply	☐
🏷 Attendance Info	≫ >	1	Liberty Authorization Form		◉ Yes			☐
🏷 Discipline Summary	≫ >	2	Liberty Returning Student		◉ Yes			☐
🏷 Lunch Info	≫ >	1 ˅ of 1						50 ˅
🏷 Fees and Fines	≫ >							
🏷 Assessment Info	≫ >							
🏷 School Activities	≫ > ‹							
🏷 Emergency Contacts	≫ >							
🏷 2019-2020 Registration	≫ >							

Click here to expand form listing to right window

Description	Submitted
Liberty Authorization Form	No
Liberty Returning Student	No

Select each of the forms shown, one at a time. These forms will be pre-populated with some of your students' information and some of the fields will have an option to update and/or complete.

For the *Authorization Form* you will be digitally signing the form by typing your initials into the marked fields.

In some sections of the *Returning Student* form you can delete, add, or update address information as well as primary and emergency contacts as necessary. The option to add a contact will be indicated by a window with a green '+' symbol. Contacts can be deleted, if needed, in a similar manner.

Please make sure that your contact phone numbers are correct and that you supply a valid email address whenever possible.

On the following page are examples of the two Lumen online forms.

🔄 Liberty Authorization Form

May 2019

STUDENT HANDBOOK CONFIRMATION, INTERNET ACCESS CONSENT,
HOME LANGUAGE SURVEY, SOCIAL MEDIA PERMISSION, SKATING PERMISSION AND ATTENDANCE RULES

STUDENT'S NAME _____   **GRADE** [12 ▾]

STUDENT HANDBOOK: Both you and your child must approve this agreement
This is to confirm that I have been given access to the Liberty Student Handbook containing the Student Conduct Policies. I understand that I may not agree with all of the rules and regulations stated in the handbook, but by signing this form I am confirming that I have access to the handbook. I understand that it is the responsibility of both the student and parent to be knowledgeable of the contents in the 2019-2020 handbook found on the Liberty School website.

_____ Parent Initial   07-03-2019

AUTHORIZATION FOR INTERNET ACCESS: Both you and your child must approve this agreement
I understand and will abide by the Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and /or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims arising from use or inability to use the Internet.

_____ Parent initial for Student   07-03-2019

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

[💾 Save] [✖ Close]

🔄 Liberty Returning Student

Liberty CUSD #2

Liberty CUSD 2
Student Demographics

For Office Use Only
☐ SIS Data Entry/Update
☐ Proof of Residency
☐ Immunization Record
☐ Birth Certificate

Student Information

School Year [2019-2020 ▾]   **Grade:** [12 ▾]

Has the student previously attended the School District? If so, what year/building:
_____

Has student previously been retained?   ☐ Yes   ☐ No   If yes, what grade did retention occur? _____

Resident School: *Liberty High School*

				Female ▾
Student's Last Name	First Name	Middle Name	Nickname	Gender

	Liberty	*62347*	
Physical Address Where Student Lives	City	Zip	Primary Phone

	Liberty	*62347*	
Mailing Address Where Student Lives	City	Zip	Birth Date

Is the student's ethnicity Hispanic?   ☐ Yes   ☐ No
What is the student's race? [16/White ▾]

[💾 Save] [✖ Close]

Until you select and submit the form, it will be saved to be visited later, if necessary. When visiting the page after saving the form status will say 'Not Submitted', this gives you a chance to review your work.

After reviewing the completed forms, check the box next to each form and *Submit* for approval by the office.

2019-2020 Registration

#	Description	History	Available for Entry	Status	School Reply	
1	Liberty Authorization Form		◉ Yes			
2	Liberty Returning Student		◉ Yes	Not Submitted		✔

Submit

If you are successful the page will reflect the new status, make sure the forms show 'Submitted'.

The 'School Reply' section will show 'Pending' until the forms are reviewed by office staff.

You will be contacted by the office if questions arise or if additional information is required.

2019-2020 Registration

#	Description	History	Available for Entry	Status	School Reply	
1	Liberty Authorization Form		◉ No	Submitted	Pending	
2	Liberty Returning Student		◉ No	Submitted	Pending	

Submit

Paying Fees

Next, on the left column, under the fees section you will see the fees assessed for the student and their descriptions. You will be able to make payments of these fees securely online via credit or debit card.

Fees for courses, activities, etc. are separate from those for the lunch program and need to be entered in the proper section.

Fees and Fines is separate from *Lunch Info*. Please note the examples below.

Note - if you have a waiver it will not be processed until the paperwork for 2019-2020 is received and processed. Forms that must be completed for the new school year are listed on the forms page. The paperwork for the new school year must be submitted within the first 30 days of school.

Paying Fees

Search...			#	Order #	Item #	Item Description	Date	Amount	Order Type	Status	Paid	Refund
Course Info			1	32734	00052	ALEKS	06/27/2019	$35.00	Account	New		
Classroom Activities / Assignments			2	32734	00003	Course Fee	06/27/2019	$3.00	Account	New		
Attendance Info			3	32734	00003	Course Fee	06/27/2019	$3.00	Account	New		
Discipline Summary			4	32734	00003	Course Fee	06/27/2019	$3.00	Account	New		
Lunch Info			5	32734	00003	Course Fee	06/27/2019	$3.00	Account	New		
Fees and Fines			6	32734	00003	Course Fee	06/27/2019	$6.00	Account	New		
			7	32734	00003	Course Fee	06/27/2019	$6.00	Account	New		
Add Money by Credit Card			8	32734	00003	Course Fee	06/27/2019	$6.00	Account	New		
Balance: -$162.00			9	32734	00003	Course Fee	06/27/2019	$6.00	Account	New		
			10	32734	00003	Course Fee	06/27/2019	$6.00	Account	New		
Transcript Info			11	32734	00017	Lab Charge	06/27/2019	$10.00	Account	New		
Assessment Info			12	29973	00046	K-12 Technology Fee	06/06/2019	$75.00	Account	New		

The total owed will be shown on the left as a balance (in red). For fees you may choose some or all fees, and, if necessary, make partial payments by clicking on the 'Add Money' button.

After you submit the payment the account balance(s) for the fees will be updated accordingly.

If you participated in the Liberty School 'Shop with Scrip' program, your registration credits will be listed, as in this example, and you should see 'partial payment' listed after selecting the fees and the lowered amount will be charged to you.

Note that we will not be setting up 'payment plans' as in the past and mailing invoices. With Lumen Parent Portal access you will have 24/7 access to view account balances and make payments online so 'payment plans' are unnecessary. You may also receive email reminders of the balances on the student account.

There is no service charge for payments made online before August 31. After that date a $1 convenience fee will apply to each payment transaction. Currently there are no interest charges on fees not paid in full at the time of registration.

Paying for Lunch

You may also deposit funds into your student's lunch account in a similar manner. By going to the *Lunch Info* option you will see the balance on the account (if there are funds remaining the amount will be shown - if a balance is owed it will be indicated in red). In this example the student has $33.95 still available to spend on lunch.

Do not pay for any fees in this section - use it only to deposit money toward lunch accounts.

After you have completed the Lumen Parent Portal options, return to the *Registration Forms and Documents* page linked at the left to select and process the other online and/or paper forms for your student.

In some cases there are paper-only forms, in others there are online versions that allow you to provide the necessary information digitally. These forms are grade-dependent as not all are required for particular grade levels.