

# Batavia Local Schools - Parent Portal

## Frequently Asked Questions

### **1. How do I create a parent account?**

Go to the Parent Portal website at <https://batavia.esvportal.com/Login.aspx>. Click on "Create A New Account." An email address is required to create a new account.

### **2. How do I enroll a new student?**

Once you've created a parent account, click "Enroll New Student(s)" to start a new enrollment application. For more information on how to enroll a student and what is required, please refer to the Frequently Asked Questions document for Central Enrollment, or contact Central Enrollment at 513-732-2640.

### **3. I have a student or students already enrolled in the Batavia Local School District. How do I connect them to my account?**

After creating a parent account, you can click on "Attach students to my account." Select Option #2 as the method to connect your child. You will need their student ID to connect them, which can be located on their report card or on your ProgressBook account under your child's profile name on the homepage. If you are still unable to locate your child's ID number, you may contact the school or the Central Enrollment office.

### **4. Can I connect more than one student to an account?**

Yes, all students in a family can be connected to one parent account. You can toggle between students on the homepage by selecting their names from the drop down box located on the right side of the dashboard.

### **5. How do I submit yearly forms online?**

For currently enrolled students, you can click on "Submit & View Online Forms." If your child attends Batavia Elementary, the only form listed will be the EMA (Emergency Medical Authorization). You will need to click on this form and once it's completed, click "Save and Submit to District."

**NOTE:** *This form can be updated at any time throughout the school year if you need to update contact or medical information.*

For Batavia Middle School and Batavia High School, you will also see an Athletics form listed. This form will need to be filled out if your child plans on participating in any sports throughout the school year, including the Academic Quiz Team. The form should be filled out even if your child will be trying out for a sport and does not yet know if he/she will make the team.

**6. I've already submitted my forms, but I need to update my child's medical or contact information.**

You can open the EMA (Emergency Medical Authorization) at any time throughout the school year and update the necessary information. Just make sure to save and submit the updated form to the district.

**7. We've moved and have a new address. How do I update my address in the portal?**

You can open the EMA and submit your new address. However, please note that you will be contacted by the Central Enrollment office to provide a proof of residency for the new address. Address changes and resulting bus route changes WILL NOT be made until the proof of residence is received. **Important Note:** Generally speaking, families that move outside of the District during the school year must enroll in the new District of residence.

**8. What is EZPay?**

EZPay is a payment portal that allows for parents/guardians to pay school fees, athletic fees, and lunch fees all in one place.

**9. How do I sign up for EZPay?**

Once you've created a parent account on the One View Parent Portal, you may click on the EZPay icon in the parent links section. You will be re-directed to the EZPay site, where you will need to click on "Create an account." You can use your student's ID number to connect them to your EZPay account, which can be located on their report card or on your ProgressBook account under your child's profile name on the homepage.

**10. My child had money leftover on their lunch account from the 2016/2017 school year. Will that balance show up in EZPay?**

Yes, if your child had money left on their lunch account, whether from the previous payment system (k12paymentcenter) or from a check or cash sent to the school, that balance should be reflected on the EZPay platform.

**11. Will I be able to see what my child is purchasing for lunch?**

Yes, your child's meal history will show up in the EZPay system.

**12. I just added funds to my student's lunch account - how long will it take for them to be able to use the money?**

The funds will be available for your child to use on the next school day. Fund information is imported into the lunch system at approximately 3am each day.

**13. How do I pay my student's school fees?**

Once school fees have been assigned to your child, they will show up in the "Student Fees" section. You can select the fees you'd like to pay and add them to your cart to complete the transaction.

**14. I have a question about one of the student fees on my child's account.**

You can direct questions regarding fees to the school building that your child attends.

**15. How do I pay my student's athletic fees?**

You can click on "Activity Fees" and select the fees that apply. You'll have the option to select and pay by sport or to select a family pass or individual adult pass. For more information regarding sports fees, visit the Athletics department page at:

<http://www.bataviaschools.org/Athletics.aspx>

**16. Can I pay for more than one fee or more than one student at a time?**

Absolutely. Anything that you add to your cart can be paid with one transaction.