



2025-2026 Student Activity Fee

ONLINE REGISTRATION INSTRUCTIONS

MY SCHOOLBUCKS

Beginning Fiscal Year 2022-2023, Chelmsford Public Schools switched its Registration/Payment Platforms to MySchoolBucks. All payments must be completed via this new platform. Students must be registered **NO LATER THAN: 11/17/2025** to be able to participate in any after-school club/activity. Please follow these instructions to use the Registration/Payment System:

1. Click on MySchoolBucks Login Link and Select **SIGN IN TODAY**.
2. Create a username/password and make sure to **select MA** for your state and **Chelmsford Public Schools** as your district.
3. Go Back to MySchoolBucks Login Link and Enter your Username and Password. You will be asked for a method to have a verification code delivered to your email or cell phone in order to login.
4. Enter the verification code and you will be directed to the dashboard for Chelmsford Public Schools Dashboard.
5. On the left-hand side select **ADD STUDENT**.
6. Select your Student and enter the necessary information. You will need to enter their Date of Birth.
7. Once you have selected your student, click on **STORE** and then **BROWSE ALL PRODUCTS**.
8. Click on **STUDENT ACTIVITY FEE** and Select from the drop-down menu your Student and Payment Method
 - c. High School (\$50.00)
9. Add to Cart, if you have more than one Student please **REPEAT** for all Students by adding them to your Cart.
10. **YOU MUST CHECK OUT TO COMPLETE YOUR TRANSACTION. IF YOU DO NOT CHECK OUT AND SUBMIT YOU ARE NOT ENROLLED IN STUDENT ACTIVITY.**