

Log into your Parent PowerSchool, this will need to be done through the computer, the PowerSchool APP does not currently support the Purchases and Payment system.

<https://susd30.powerschool.com/public/>

1. Once logged in, you will click on the **Purchases and Payments** on the bottom left-hand side of the screen.

The screenshot displays the PowerSchool SIS interface. At the top, the 'PowerSchool SIS' logo is visible. Below it, a dark blue header bar contains a blacked-out user profile. The main content area is divided into two sections: a left-hand 'Navigation' menu and a right-hand 'Grades and Attendance' section.

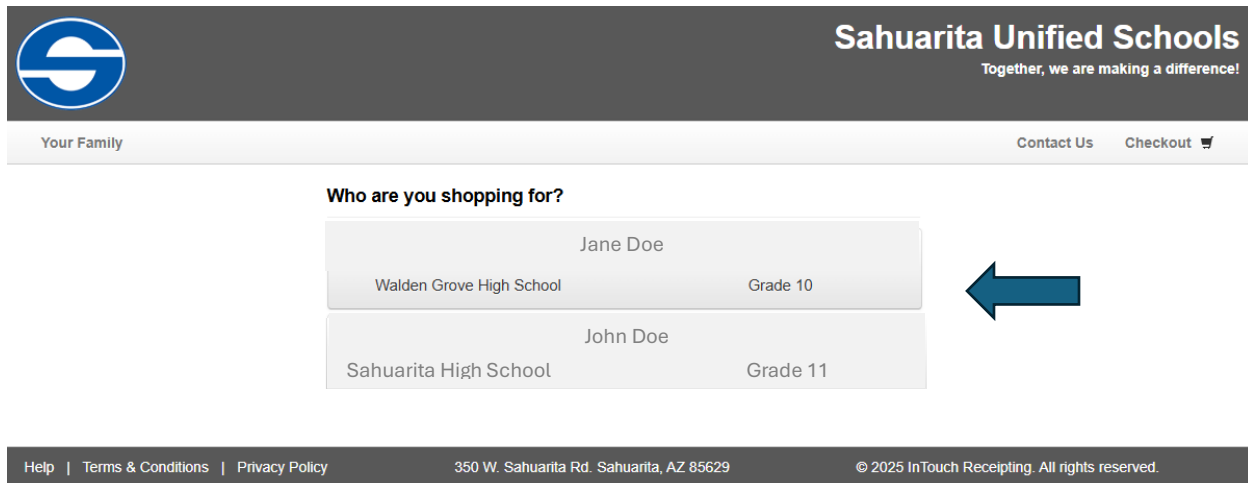
The 'Navigation' menu lists the following options from top to bottom:

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Calendars
- Digital Equity and Learning Preference
- Account Preferences
- Returning Student Registration 2024-2025
- Purchases and Payments** (highlighted with a blue arrow)

The 'Grades and Attendance' section shows a tab labeled 'Grades and Attendance' and a table with the following data:

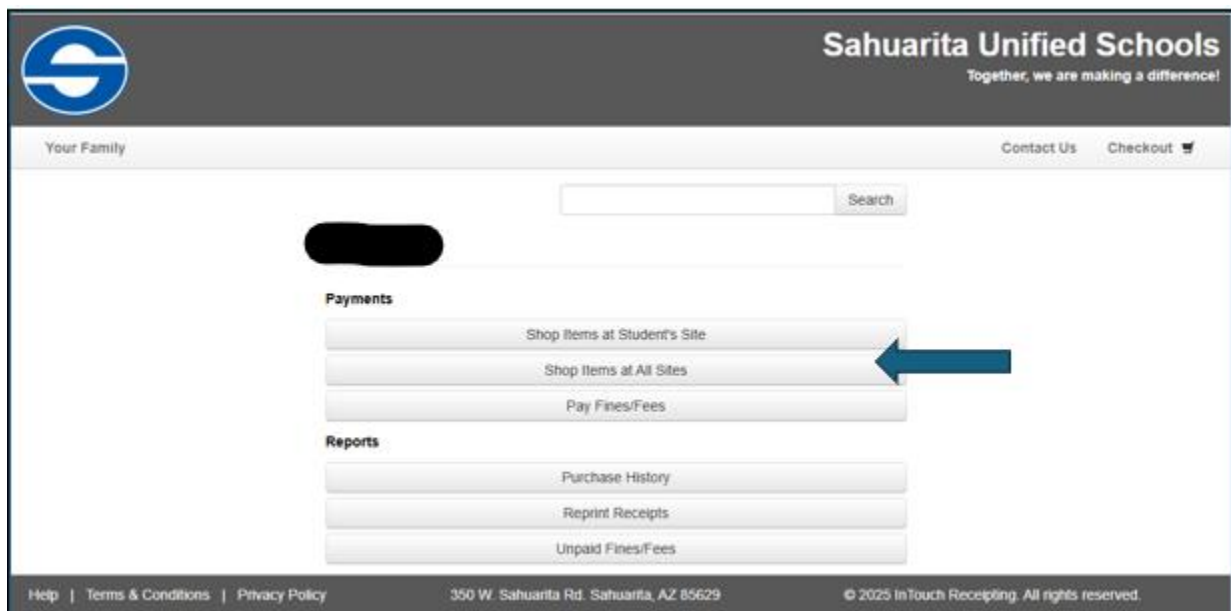
Exp
1(Reg-W)
2(Reg-W)
Adv(Reg-W)
3(Reg-W)
LU(Reg-W)
4(Reg-W)
5(Reg-W)
6(Reg-W)

2. You will be directed to the purchasing site and you will select the student.



The screenshot shows the Sahuarita Unified Schools website header with the logo and tagline "Together, we are making a difference!". Below the header, there is a navigation bar with "Your Family", "Contact Us", and "Checkout" (with a shopping cart icon). The main content area is titled "Who are you shopping for?". It displays two selection boxes. The first box is for "Jane Doe" at "Walden Grove High School" in "Grade 10". A blue arrow points to this box. The second box is for "John Doe" at "Sahuarita High School" in "Grade 11". The footer contains links for "Help", "Terms & Conditions", and "Privacy Policy", along with the address "350 W. Sahuarita Rd. Sahuarita, AZ 85629" and the copyright notice "© 2025 InTouch Recepting. All rights reserved."

3. Next, you will choose **Shop Items at All Sites**.



The screenshot shows the Sahuarita Unified Schools website header and navigation bar. The main content area has a search bar and a "Search" button. Below the search bar, there is a "Payments" section with three buttons: "Shop Items at Student's Site", "Shop Items at All Sites", and "Pay Fines/Fees". A blue arrow points to the "Shop Items at All Sites" button. Below the "Payments" section, there is a "Reports" section with three buttons: "Purchase History", "Reprint Receipts", and "Unpaid Fines/Fees". The footer contains the same links and information as the previous screenshot.

4. On the next screen, you will choose **High Schools**

Sahuarita School District

You are here

School Type

DISTRICT

ELEMENTARY SCHOOL

HIGH SCHOOLS

SCHOOLS

ONLINE REGISTRATION

Please select from a category above.

5. Once in the High School section, you will choose **Sahuarita High School**

Sahuarita School District

You are here

[DISTRICT](#) / [HIGH SCHOOLS](#)

School

[Sahuarita High School](#)

[High School](#)

Please select from a category above.

6. Once you are in Sahuarita High School, you will choose Summer School

Sahuarita School District

You are here

[DISTRICT](#) / [HIGH SCHOOLS](#) / [Sahuarita High School](#)

Categories

[2021/2022 YEARBOOK](#) [GIFTS & DONATIONS](#) [PARKING PERMIT](#) [Summer School](#) [SCHOOL FEES](#)






Please select from a category above.

7. Next, you will see all the choices for Summer School listed by semester. If you need to attend both semesters you will click the buy button on each semester. These will then be added to your cart.

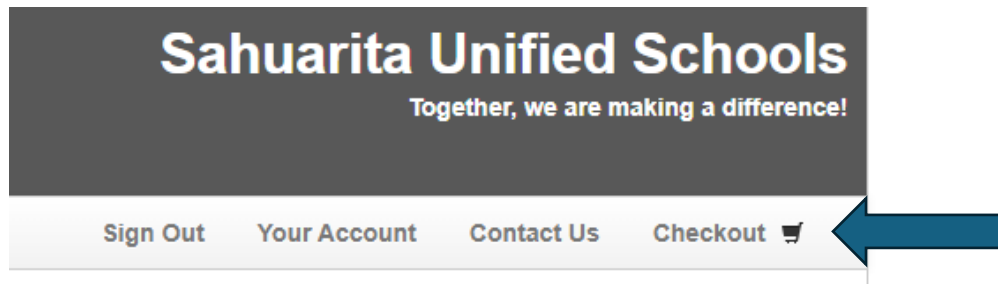
Sahuarita School District

You are here

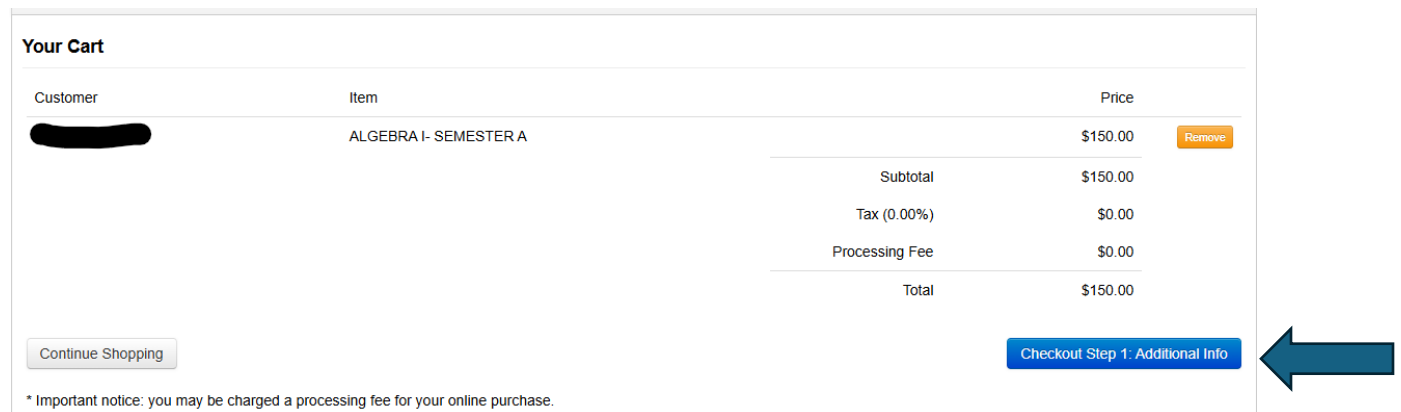
[DISTRICT](#) / [HIGH SCHOOLS](#) / [Sahuarita High School](#) / [Summer School](#)

	Item	Qty	Amount	
	ALGEBRA I- SEMESTER A	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<a href="#">Buy</a>
	ALGEBRA I- SEMESTER B	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<a href="#">Buy</a>
	GEOMETRY- SEMESTER A	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<a href="#">Buy</a>
	GEOMETRY- SEMESTER B	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<a href="#">Buy</a>
	SPANISH I- SEMESTER A	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<a href="#">Buy</a>

8. Once you have completed your choices, you will click on **Checkout** in the upper right corner.



9. When your cart opens, you will verify your choices, then click on **Checkout Step 1: Additional Info**



10. Next, fill in the boxes for each class you have chosen, then click **Checkout Step 2: Payment**

The image shows the checkout form for "ALGEBRA I- SEMESTER A". It contains several input fields: "Student's First & Last Name", "Student's ID Number", "Student's SUSD Email", and "Parent/Guardian's Email". There is a dropdown menu for "Student's Home High School" with "Sahuarita High School" selected. Below these are two more dropdowns: "Get Ahead or Credit Recovery" (with "Get Ahead Credits" selected) and "IEP" (with "Yes" selected). At the bottom left is a "Continue Shopping" button, and at the bottom right is a blue button labeled "Checkout Step 2: Payment". A blue arrow points from the right towards this button.

11. You will then finalize your purchase by filling in your payment information and click Pay Now.

### Payment

First Name

Last Name

Billing Street

Billing Zip Code

### Card Info

Credit Card #



Expiration

Card Security Code

Pay Now



To ensure data security, your card/payment information is never saved.

### Summary

Customer	Item	Price
[REDACTED]	ALGEBRA I- SEMESTER A	\$150.00
Subtotal		\$150.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$150.00