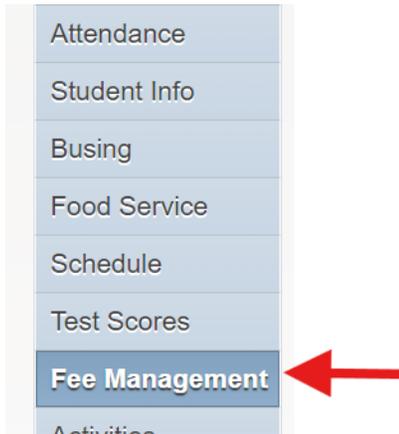# Skyward Family Access: Adding Optional Fees

Looking to pay for your student(s) parking pass or athletics fee? Follow the instructions below!

1. Log into your [Skyward Family Access](#) account and click "Fee Management"

   a.

Attendance
Student Info
Busing
Food Service
Schedule
Test Scores
Fee Management
Activities

2. Click "Add a Fee"

   a.

   Fee Management

   Unpaid Balance

   ▉ 0.00

   LANDON **View Fees** | View Payments | View Totals | **Add a Fee**

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due
2024	Wed Jul 26, 2023	SPORT HS GENERAL	100.00	100.00	0.00	0.00
2024	Tue Aug 29, 2023	PARKING PASS	70.00	70.00	0.00	0.00
2024	Mon Sep 25, 2023	ANNUAL STUDENT FEE HS	65.00	65.00	0.00	0.00
2024	Mon Sep 25, 2023	DIS-DISCOUNT	-65.00	-65.00	0.00	0.00
2024	Mon Oct 16, 2023	LARGE ANIMAL SCIENCE	5.00	5.00	0.00	0.00
2024	Thu Feb 8, 2024	WELDING II	15.00	15.00	0.00	0.00
2024	Thu Feb 8, 2024	WELDING II	15.00	15.00	0.00	0.00
2024	Fri Feb 23, 2024	HIGH SCHOOL YEAR BOOK	80.00	80.00	0.00	0.00

3. A new window of Skyward will open and you can add the desired fees

a.

Add a Fee to ▓▓▓▓▓▓▓▓▓▓▓▓▓▓

| **Fees due for student** ▓▓▓▓▓▓▓▓▓▓ | | 📊 🔍 | Delete |

There are no records to display; check your filter settings.

0 records displayed

Total Amount Due: 0.00

Fees that can be added to this student's account   [Display Fees]

Description ▲	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: Band Instrument Rent	75.00	400	2024		Add
General: PARKING PASS	100.00	400	2025		Add
General: SPORT HS GENERAL	100.00	400	2025		Add

3 records displayed

b.

	Due Date ▲	Description	Amount Charged	Amount Paid	Ent	Schl
1	06/20/2024	Band Instrument Rental	75.00	0.00	000	202

1 records displayed

Total Amount Due: 75.00

4. Once you have added all of your desired fees, click "Back" in the upper right hand corner

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5. You should now see your newly added optional fee and an unpaid balance

	Fee Management					
Home						
NEW Student Enrollment	**Unpaid Balance**					
	LANDON: **75.00** ←					
Calendar	LANDON **View Fees** | View Payments | View Totals | Add a Fee					
Gradebook	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due
Attendance	2024	Wed Jul 26, 2023	SPORT HS GENERAL	100.00	100.00	0.00	0.00
Student Info	2024	Tue Aug 29, 2023	PARKING PASS	70.00	70.00	0.00	0.00
Busing	2024	Mon Sep 25, 2023	ANNUAL STUDENT FEE HS	65.00	65.00	0.00	0.00
Food Service	2024	Mon Sep 25, 2023	DIS-DISCOUNT	-65.00	-65.00	0.00	0.00
Schedule	2024	Mon Oct 16, 2023	LARGE ANIMAL SCIENCE	5.00	5.00	0.00	0.00
Test Scores	2024	Thu Feb 8, 2024	WELDING II	15.00	15.00	0.00	0.00
Fee Management	2024	Thu Feb 8, 2024	WELDING II	15.00	15.00	0.00	0.00
Activities	2024	Fri Feb 23, 2024	HIGH SCHOOL YEAR BOOK	80.00	80.00	0.00	0.00
Assessments &	2024	Thu Jun 20, 2024	Band Instrument Rental ←	75.00	0.00	75.00	75.00

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6. Once online payments are available again (July 1st), you will be able to select "Make a Payment" which will bring you to our online payment system

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7. Log into RevTrak with your account information you created previously OR follow [this process](#) to create a new account
8. Click "Shop" from the top menu and then "Skyward Payments"

a.

9. Enter in your Skyward username and password to link it to your Family Access account
10. Click "Log In"