

## [Fee instructions for Parents posted on SCMS website]

**You can pay fees online through your Parent PowerSchool account** (link for PowerSchool below). You can also pay at the school with cash, check or credit card during school hours (we cannot take payment over the phone).

EVERY STUDENT IS REQUIRED TO PAY REGISTRATION FEES UNLESS ON A FEE WAIVER

This includes Virtual students. They are required to pay the activity fee (which pays for all student activities, spirit shirts and ID card) and technology fee (which covers the cost of all education software and materials).

The student fees will become Fines on October 1<sup>st</sup> each year. Unpaid fees will carry over.

-Things to note when paying online...

- You need to be **logged in to PowerSchool as the parent** and not the student (student's don't have access to pay fees).
- If you need help logging in the instructions are on the districts website on the PowerSchool link below, please contact the school if you are unable to log in.
- You must be on a computer (**doesn't work on the phone app**).
- Once you are logged in select **"Purchases & Payments"** in the menu on the left.
- **Fee Waivers** can be filled out and submitted there as well or you can come into the school.
- **Free/Reduced lunch application**(link below) is a different application from a Fee Waiver. You must apply for both.

**Parent PowerSchool:** <https://www.washk12.org/students-and-parents/powerschool-login>

**Free/Reduced Lunch:** <https://www.washk12.org/food-service/free-and-reduced>

## Instructions for Pay Fees once you have Logged in to Parent PowerSchool Portal

1. On the menu on the left select **"purchases & payments"**
2. You will then be asked **"who are you shopping for?"**
3. **Select student** you want to pay fees for.
4. If there are unpaid required fees you will see that in RED at the top. Select **"View"**.
5. You will then see a list of all fees being charged to your student. **Check the box to pay each one fee.**
6. Then click **"Pay selected fines/fees"**
7. This will add all items selected to your cart and take you to your cart.
8. You can then **"Continue Shopping" or "Checkout"**
9. If you have other items you need to add to your cart click on **"Continue Shopping"** on the bottom left.
  - a. Required fees must be added to the cart before you can select other items.
  - b. Under "Shop" select "Items at Students School"**
  - c. Select the items you need and add them to your cart by clicking **"buy"**
  - d. If it is an item that you can not buy you will see a note why and the button will say **"Pay Fines"**

- e. If you are not ready to Pay yet just select another item from the menu at the top of the screen.
10. If you have other students you want to pay fees for before you checkout click **“Your Family”** on the top left.
11. Select another student and repeat instructions 3-10 until all fees you want to pay have been added to your cart.
12. Once you have everything you want to pay for in your cart (don't forget a yearbook) you can then checkout.
13. It will ask for Payment information then click on **“Pay Now”**.

#### Instructions to Apply for FEE WAIVER once you have Logged in to Parent PowerSchool Portal

1. On the menu on the left select **"purchases & payments"**
2. You will then be asked **“who are you shopping for?”**
3. **Select student** you want to do a fee waiver for.
4. **Under “Shop” menu select “Fee Waiver Application”**
5. Follow instructions to **complete application and submit supporting documents.**
  - a. Supporting documents must be submitted with application or application will be denied.

If you have questions or concerns, please email or call the Finance Secretary at SCMS.

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