

Summer School Class Fee Payment Instructions

- Summer School class fees will be assigned to the Fee Management area in Skyward on May 5th
- You may pay for multiple students in one easy shopping cart transaction. Additionally, parents can make food service and school fee payments together, eliminating the need for separate transactions for each child.
- A \$2.00 convenience fee will be applied when fees are paid for with a credit card. You may pay by check to avoid the convenience fee.

- 1) Select **Fee Management** from General Information area in the left hand side of the screen
- 2) Click on **Make Online Payment**

Fee Management

Unpaid Balance
TEST: \$166.00
TEST2: \$6.00

TEST [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2014	Tue Aug 13, 2013	PHS ADULT ATHLE	\$45.00	\$0.00	\$45.00
2014	Tue Aug 13, 2013	NON-HIGH SCHOOL	\$15.00	\$0.00	\$15.00
2014	Tue Aug 13, 2013	FAMILY ATH PASS	\$100.00	\$0.00	\$100.00
2014	Tue Mar 4, 2014	BRAIN GAMES	\$6.00	\$0.00	\$6.00

TEST2 [View Fees](#) | [View Payments](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2014	Tue Mar 4, 2014	FUN & GAMES	\$6.00	\$0.00	\$6.00

- 3) Locate the Appropriate Child and, in the “Fee management Payment” line, click **“Update Payment Amount.”**

Online Payment Entry for User: STUDENT, MOTHER

Online Payment Vendor: RevTrak | Pay with Vendor | Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

AASTUDENT, TEST T Total Payment AASTUTES000: 0.00

Food Service Payment: 0.00 | Update Payment Amount | Clear Items | Current Balance: 0.00

Fee Management Payment: 0.00 | Update Payment Amount | Clear Items | Balance Due: 166.00

AASTUDENT, TEST2 Total Payment AASTUTES001: 0.00

Food Service Payment: 0.00 | Update Payment Amount | Clear Items | Current Balance: 0.00

Fee Management Payment: 0.00 | Update Payment Amount | Clear Items | Balance Due: 6.00

Total Payment for all Students: 0.00

- 4) Check “Pay Charge” next to required fees. When finished , click “Update Cart”

Update Fee Management Payment For TEST T AASTUDENT

Fees for student TEST T AASTUDENT

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Ret Bal
08/13/2013	FAMILY ATH PASS (2 ADULTS & 2 UNDER 8TH	100.00	<input type="checkbox"/>	0.00	00.00
08/13/2013	NON-HIGH SCHOOL STUDENT ATHLETIC PASS	15.00	<input checked="" type="checkbox"/>	15.00	0.00
08/13/2013	PHS ADULT ATHLETIC PASS FOR 2013-14 SCH	45.00	<input checked="" type="checkbox"/>	45.00	0.00
03/04/2014	BRAIN GAMES	6.00	<input checked="" type="checkbox"/>	6.00	0.00

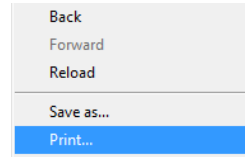
4 records displayed

Total Payment Amount for Selected Charges: 66.00 | Update Cart

To pay by Check follow Payment Option 1. To pay by Credit Card follow payment Option 2 on page

Payment Option 1 (Pay by Check):

1. Push the **Ctrl** key and **P** key on your keyboard at the same time to print a fee statement.
2. **OR** if step one doesn't work - **Right-Click** on the webpage and choose **Print ...** (Note: This option is not available in all web browsers)
3. **Make checks payable to Summer School and mail with Fee Statement(s) to the Summer School office at PO Box 36, Pulaski, WI 54162**



Payment Option 2 (Pay by Credit Card):

1. Click **Pay with Vendor** from the online payments screen - *You will be redirected to Pulaski Community School District's RevTrak Web Store*
2. **Verify payment amount** and click **"Go to Checkout"** if all fees are correct
3. If a **new customer**, select **"I am a new customer"** and enter your **email address** (you will create a password later).
4. If a **returning customer**, select **"I am a returning customer"** and enter your **email address and password**. (Please Note: The RevTrak password is not the same as the Skyward password and was not issued by the district.)
5. Select **Sign In**
6. Enter your **Billing Information, Payment Information, and create a password** (Make payment using a Discover, VISA or MasterCard debit or credit card)
7. Verify information for accuracy and select **"Complete Order"**
8. Payment will be processed and **Receipt** can be viewed and printed. The receipt will also be sent to the email address provided during account set up.
9. **Logout**



Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
<input checked="" type="checkbox"/> Skyward Family Access Registration For: Abdullascr, Jona (653097)	\$1,973.90	1	\$1,973.90
<input checked="" type="checkbox"/> Skyward Family Access Yearbook For: Abdullascr, Jona (653097)	\$50.00	1	\$50.00
<input checked="" type="checkbox"/> Skyward Family Access Planner For: Abdullascr, Jona (653097)	\$10.00	1	\$10.00
<input checked="" type="checkbox"/> Skyward Family Access GENERAL FEE For: Abdullascr, Jona (653097)	\$2,000.00	1	\$2,000.00
<input checked="" type="checkbox"/> Skyward Family Access Registration Fee For: Abdullascr, Jona (653097)	\$200.00	1	\$200.00
Total:			\$4,233.90
			Order Total: \$4,233.90

[RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:
* Address 1: Address 2:
* City or Province: * State / Country: /
* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: * Password:
* Please re-enter password: