

August 8, 2024

Topics:

- 1) Withdrawn/no-showed students
- 2) Viewing other schools' fees
- 3) Web payment tutorials – English & Spanish

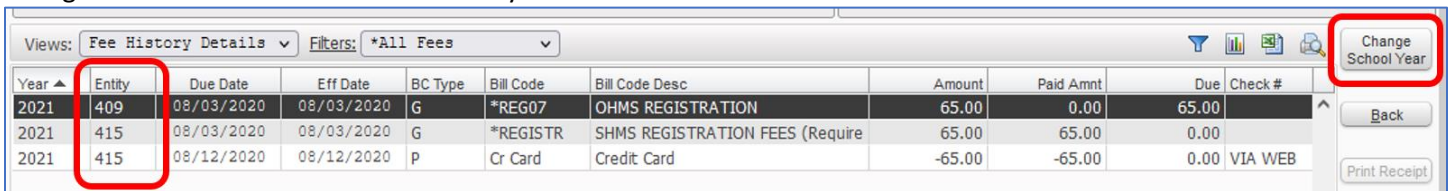
**I send this reminder every year, but I still often hear from guardians because their student has fees at schools that the student did not attend. Don't forget to remove mass added registration fees if a student is withdrawn or no-showed before school begins. You'll want to have good communication with the office that manages withdraws and no-shows.**

The [Withdrawn Students & Fees Documentation](#) shows how to delete fees from withdrawn students and how to print a list of students who have been no-showed or withdrawn.

### **Viewing Fee History**

If a parent calls you because they are seeing another school's registration fee, you can see fees from all entities by going into Fee History. The history can be viewed in two different places: 1) When you're in Fee Mgmt under student profile, select History, or 2) When you're in Administration/Fee Management/Customers, click the Fee History button on the right side of your window.

See example below. Once you're in the fee history you may select a specific school year or select all years by clicking the Change School Year button. Note the Entity column to see what school added the fee to the student.



Year	Entity	Due Date	Eff Date	BC Type	Bill Code	Bill Code Desc	Amount	Paid Amnt	Due	Check #
2021	409	08/03/2020	08/03/2020	G	*REG07	OHMS REGISTRATION	65.00	0.00	65.00	
2021	415	08/03/2020	08/03/2020	G	*REGISTR	SHMS REGISTRATION FEES (Require	65.00	65.00	0.00	
2021	415	08/12/2020	08/12/2020	p	Cr Card	Credit Card	-65.00	-65.00	0.00	VIA WEB

The screenshot shows a 'Fee History Details' window with a table of fees. The 'Entity' column is highlighted with a red box. A 'Change School Year' button is also highlighted with a red box in the top right corner. Other buttons like 'Back' and 'Print Receipt' are visible.

### **Lunch and Student Fee Web Payments Tutorial for Guardians**

Parent instructions (in English and Spanish) on how to make online payments for lunch and student fees are available on the district website, [jordandistrict.org](http://jordandistrict.org). It can be found by navigating to [jordandistrict.org](http://jordandistrict.org), then go to Parents & Students > [Family Access](#) > Lunch and Fee Payments.

Call me anytime you have questions or need any help!