



## FEE MANAGEMENT MODULE

This module gives you on-line access to manage your child's fees. Family Access Fee Management will display the payments you've made, provide fee-waiver and free/reduced lunch information (if your child is eligible), and allow you to pay your fees on-line using a credit card in a safe and secure manner. You may also put money on your child's food service account if they eat the [breakfast or lunch](#) at school.

**How to use the fee management module:** Go to [Skyward Family Access](#) and using your Family Access login and password, select Fee Management on the left hand side of the screen. If you have more than one child, use the drop-down menu at the top of the screen to toggle between the children and see the required fees for each student.

You have the option to pay the fees on-line (the help document on our website shows the various screens you will encounter). Select the Pay On-line button and follow the prompts. Once you have entered your payment selections for each of your children, you'll be taken outside Family Access to our online invoicing provider, Rev Trak, where you will complete the process. New Rev Trak users will have to establish an account; returning users will use the log-in that they established previously. Rev Trak has a FORGOT my login/password function. Within 24 hours after the payment has been posted to your child's account, you will receive an e-mail receipt of payment from Rev Trak.

Payments can also be made using a personal check, bank check or money order. Please allow a minimum of 5 business days from the date of mailing for payments to be posted to your child's account.

**All required fees are listed for payment and to be paid by August 7<sup>th</sup>.** If you are unable to pay your fees at this time, you can make payment arrangement or apply for a fee waiver. **Fees, payment arrangements or waiver applications must be completed by August 7<sup>th</sup> in order to receive your student's class assignments or schedule in August.**

If you have any questions regarding the Fee Management Module, please contact Marylou Gehringer, Registrar at [mgehring@d41.org](mailto:mgehring@d41.org) or 630-534-7529.

## FEE SPECIFIC INFORMATION

**8<sup>th</sup> Grade Trip:** All 8<sup>th</sup> grade students have a field trip late spring of each year. In the past, this event included a trip to Chicago with a boat tour, lunch and other events. This fee covers the cost of the transportation and all admission fees.

**Assignment Book:** This fee covers the cost of the assignment books used generally in grades 3 – 8.

**Hadley Yearbook:** This covers the cost of the Hadley Yearbook that is published annually. *Elementary yearbook purchase is coordinated by the school's PTA's.*

**Recorder:** This covers the cost of the recorder used by 3<sup>rd</sup> grade students in music.

**Calculator:** There are specific calculators for grades 4 – 8 that are sold at a discounted rate and can be used over multiple years.