

How to Find and Send Fee Notices

From the PowerSchool Start Page. Search:

K-8 Schools *fee.fee_balance>0

For Seniors Only: *fee.fee_balance>0;grade_level=12

For 9-11 in High Schools *fee.fee_balance>0;grade_level#12

- Return to the PowerSchool start page,
- Click on MBA Report Creator,
- Click on Run Reports, Choose the Letter you will be sending, Generate Reports.
- Click Email Reports. Your reports have not been emailed to your parents.

- You may** also: Click on Archive Reports
- Enter the Title for Archived Reports
- Click Confirm.
- Parents will now be able to see this letter in their Parent Portal where they see their Report Cards.

You may also: Send a School Messenger to these parents:

- Now back to the PowerSchool start page.
- Your students will still be selected, now just click on Message Sender and send parents an email letting them know that a Fine Letter has been sent to their Portal.