

# Mascot Club or Preschool Tax Statements

Tax statements for Mascot Club or Preschool accounts are available beginning January 1 for the previous calendar year. Upon log-in, you will land automatically on your account dashboard.

**Step 1:** Under "**Your Accounts**", select the account number associated with your child and relevant program.

The screenshot displays the PVSchools Community Education account dashboard for Jane Doe. The dashboard is organized into several sections:

- Header:** Includes the PVSchools logo, a search bar with the text "Find by Name, Category or Description...", and a button for "Explore All Programs".
- Welcome Message:** "Welcome to Your Account" and "PVSchools Community Education" with a user profile for Jane Doe.
- Your Invoices:** A section indicating "No Outstanding Invoices".
- Manage Family Members:** A list of family members with their roles and actions:
  - Jane Doe (You): Edit Emergency Contacts, Find Programs
  - James Doe (Your Spouse): Edit Emergency Contacts, Find Programs
  - Jonathan Doe (Your Parent): Edit Emergency Contacts, Find Programs
  - Mary Doe: Manage All Relationships
- Current and Upcoming Enrollments:** A section showing "No Enrollments" with a button to "Explore Courses" and a search bar for "All Enrollments".
- Your Accounts:** A section with a red oval highlighting the account: "#3203 Early Childhood Development Center" for child "Jenny Doe".
- Recent Payment Activity:** A table showing two payments of \$828.00 on the Early Childhood Development Center account.

Payment Method	Description	Amount
AMERICAN EXPRESS	Payment on Early Childhood Development Center Account #...	\$828.00
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**Step 2:** Use the green [Download Tax Information](#) button from the Account Management Tools on the left to obtain a copy of the tax statement.

**If your student(s) attended more than one program, there will be a separate report for each.**