

Parent Instructions for Tax Statement Retrieval

In order to print the tax statement from the parent portal, you must use a **tablet or laptop/desktop computer**.

Click on **View Statement** in the center column.

The screenshot shows the hildTrack Portal interface for Anderson SD - Extended Day School District. The page is divided into three main columns: Registration, Payments & Statements, and Information. The Payments & Statements column is highlighted with a yellow box, and the 'View Statement' button is also highlighted with a yellow box. The Information column contains a calendar, bulletins, and forms. The Registration column shows options for Summer Camp 2021 and School Year 2020-21.

Under **Tax Statement** select a **print**.

The screenshot shows the 'Statements' section of the parent portal. It is divided into four tabs: Invoices, Transactions, Receipts, and Tax Statements. The Tax Statements tab is highlighted with a yellow box, and the 'Print' button under the 'Tax Year 2020' section is also highlighted with a yellow box. The Transactions tab shows a date range from 11/30/2020 to 1/29/2021 with 'Payment' and 'View Statement' buttons. The Receipts tab shows a payment for 08/11/2020 with a 'Print' button. The Invoices tab shows a 'Select Service Period' dropdown and a 'Print' button.