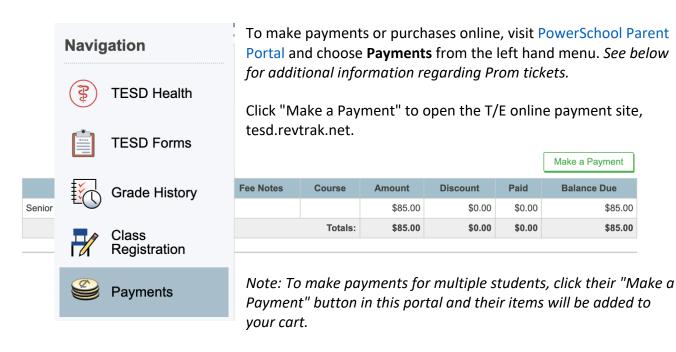
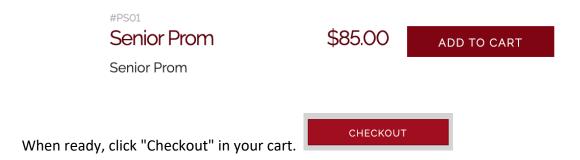
PS Parent Portal Payments



In Revtrak, click "Add to Cart" next to the payments you wish to make. You may choose to make a full or partial payment.



Create a new account or log in with your existing one. *Note: Revtrak accounts are not managed by T/E. Passwords can be reset by clicking the "Forgot password?" link within Revtrak.*

You may choose to pay by Credit Card or eCheck, then proceed with the prompts to finalize the payment.

Once the payment is complete, you will receive a receipt in your email inbox.

Payments will show as complete on this page after the payment finishes processing.

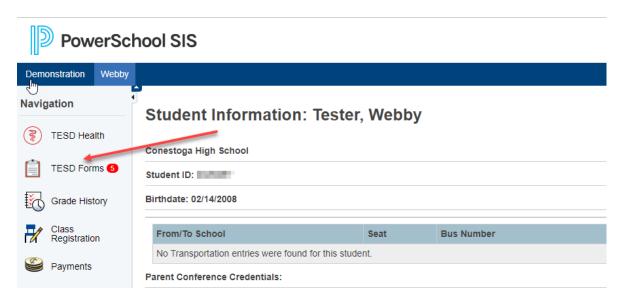
Please reach out to familyhelpdesk@tesd.net if you have any questions.

Prom Tickets

IMPORTANT: Two items must be completed before a prom ticket can be purchased.

CHS Form: The CHS Prom form containing information, rules and guidelines **MUST** be completed by the student with the parent.

Outstanding Fees: All outstanding course or activity fees, unreturned text/library books, etc. **MUST** be cleared. Outstanding fees can be processed online or by following up with Conestoga's business office.



- 1. **To submit the CHS Form**, <u>STUDENTS OR PARENTS</u> will visit <u>PowerSchool Parent Portal</u> and log in with their student or parent account.
- 2. Click **TESD Forms** in the left menu.
- 3. Scroll to click on **CHS Prom** found in the **CHS Events** area.
- 4. Complete the form and click **Submit**.

To purchase a prom ticket, <u>PARENTS</u> will visit <u>PowerSchool Parent Portal</u> and log in with their parent account. Click **Payments** in the left menu. If the CHS Form has been submitted <u>AND</u> outstanding payments have been processed, the Prom fee item should appear under the Fees area.

<u>Please Note</u>: If the Student Balance is anything greater than \$0, those charges must be paid BEFORE the Senior Prom Ticket charge will be see in the Fees area.

Once the Prom fee appears, click Make a Payment and follow the instructions on page 1.