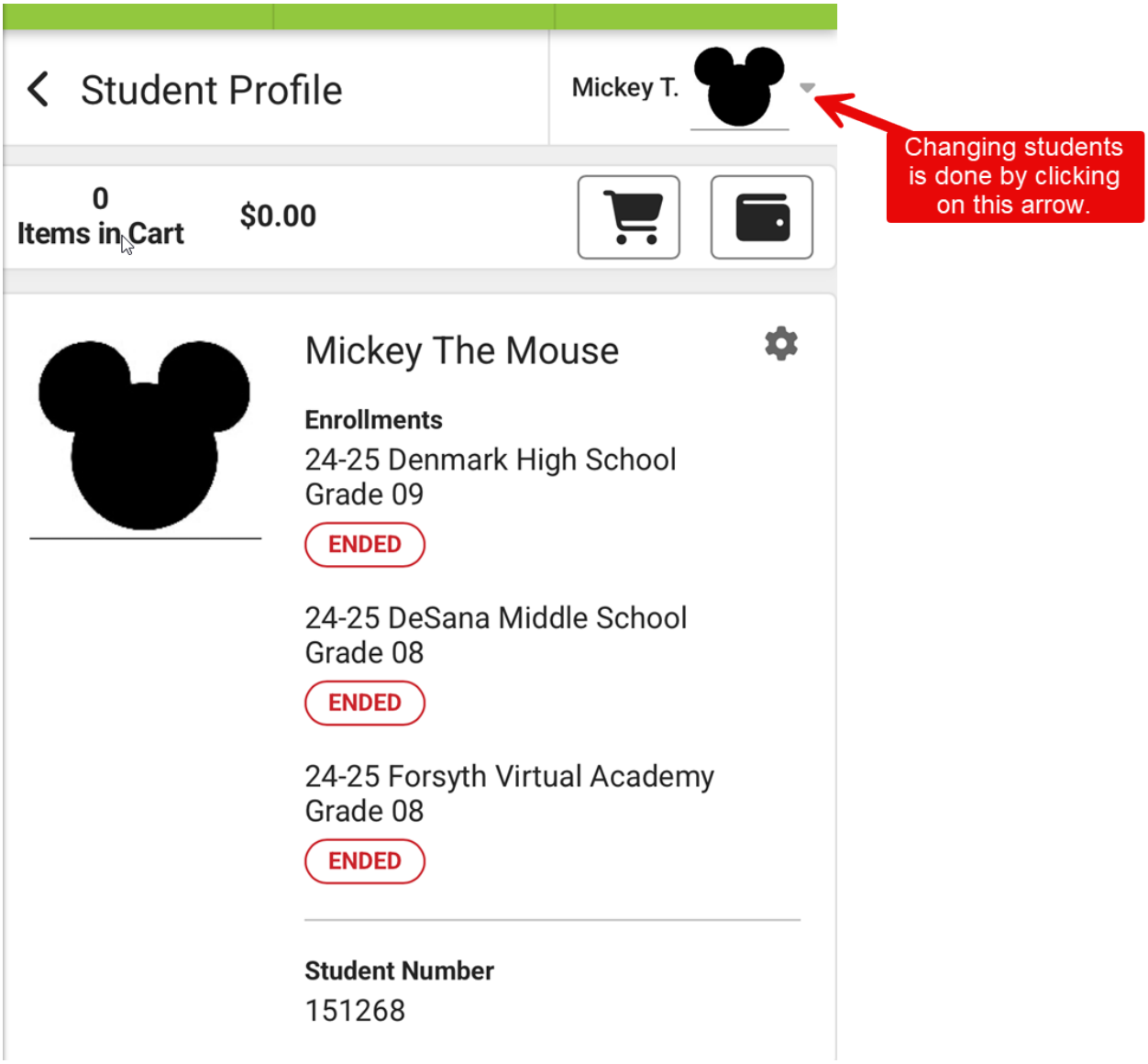
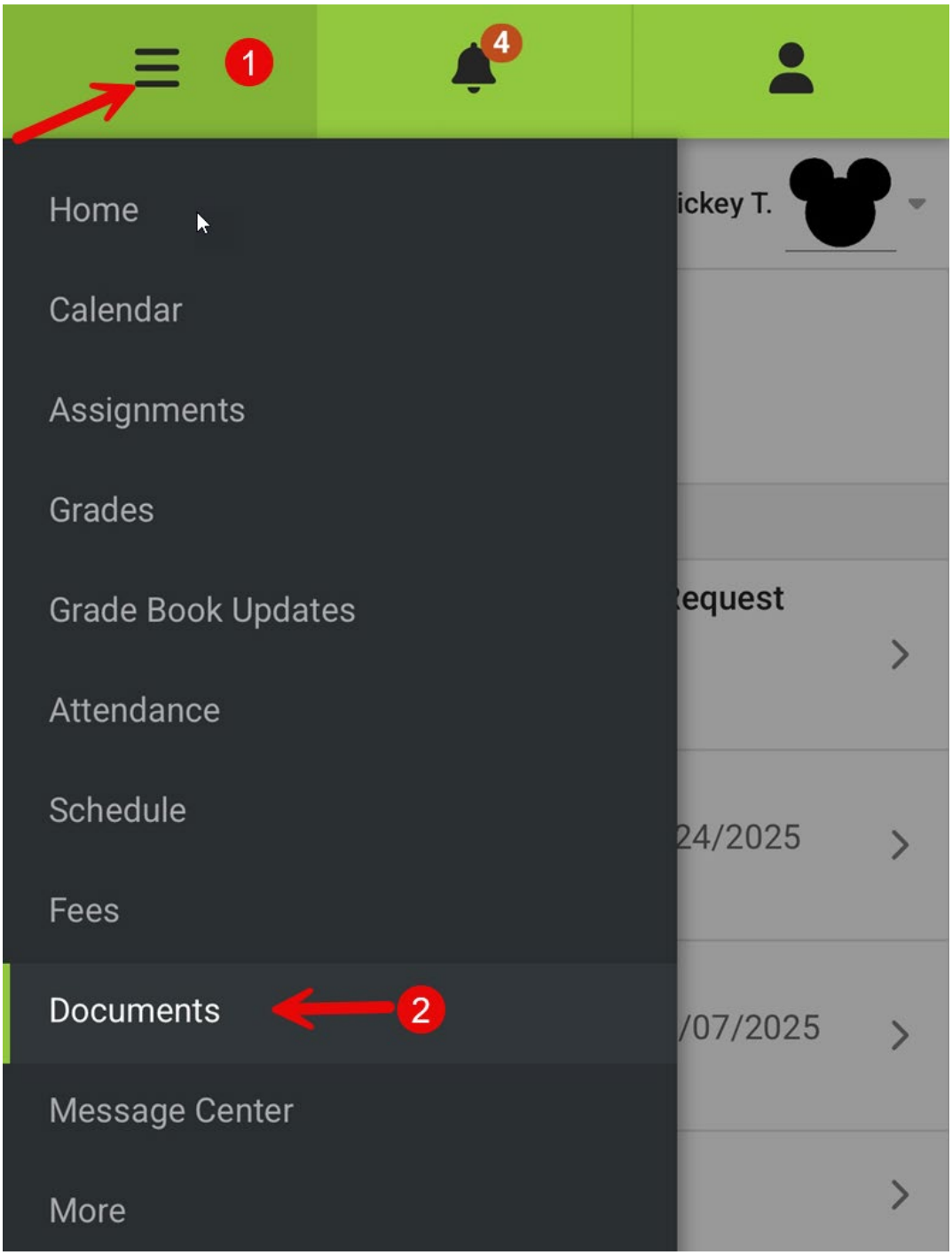
Self-Pay Electronic Form Instructions

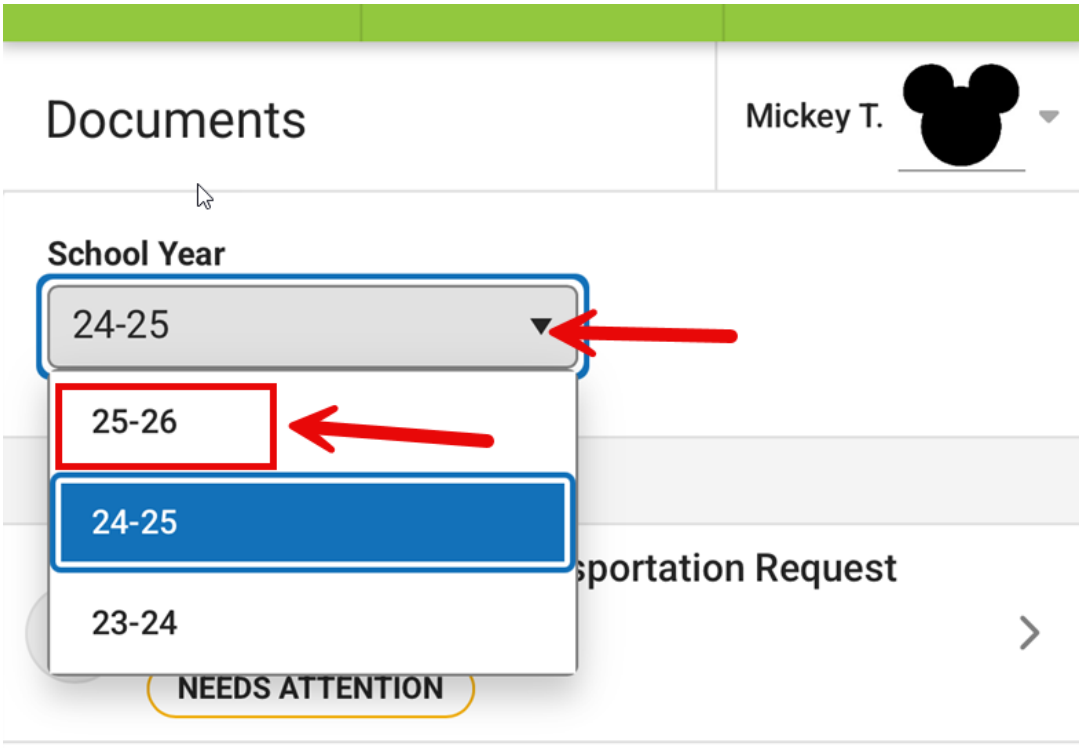
1. Go to your Parent Portal account either on your phone or on your computer. Below is the screen once logged in. If you have multiple students, make sure to select the correct student.



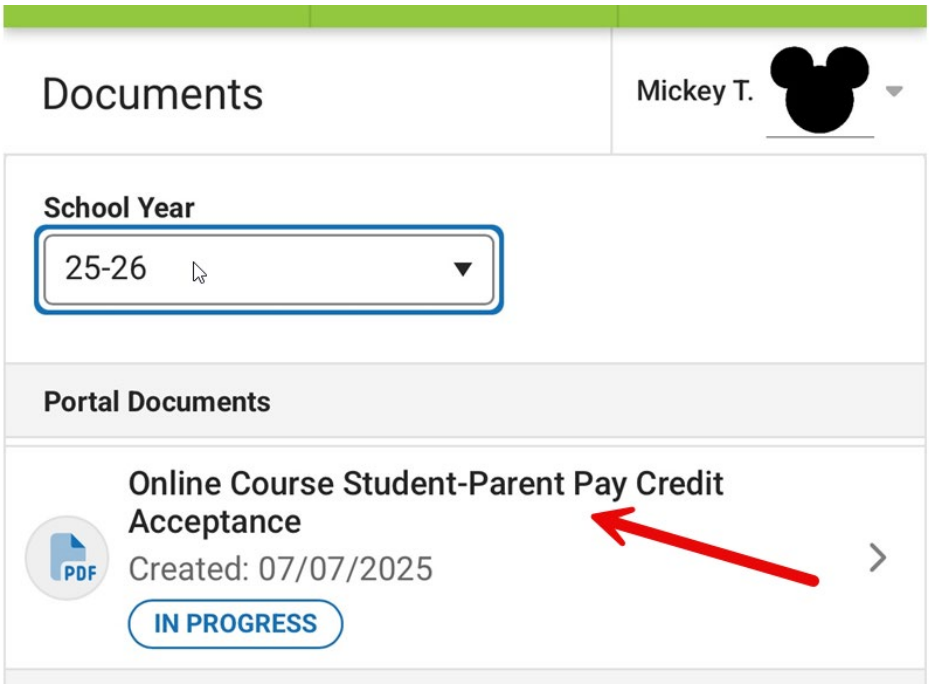
2. Click on the 3 lines in the top left corner of the screen. Then click on the Documents option.



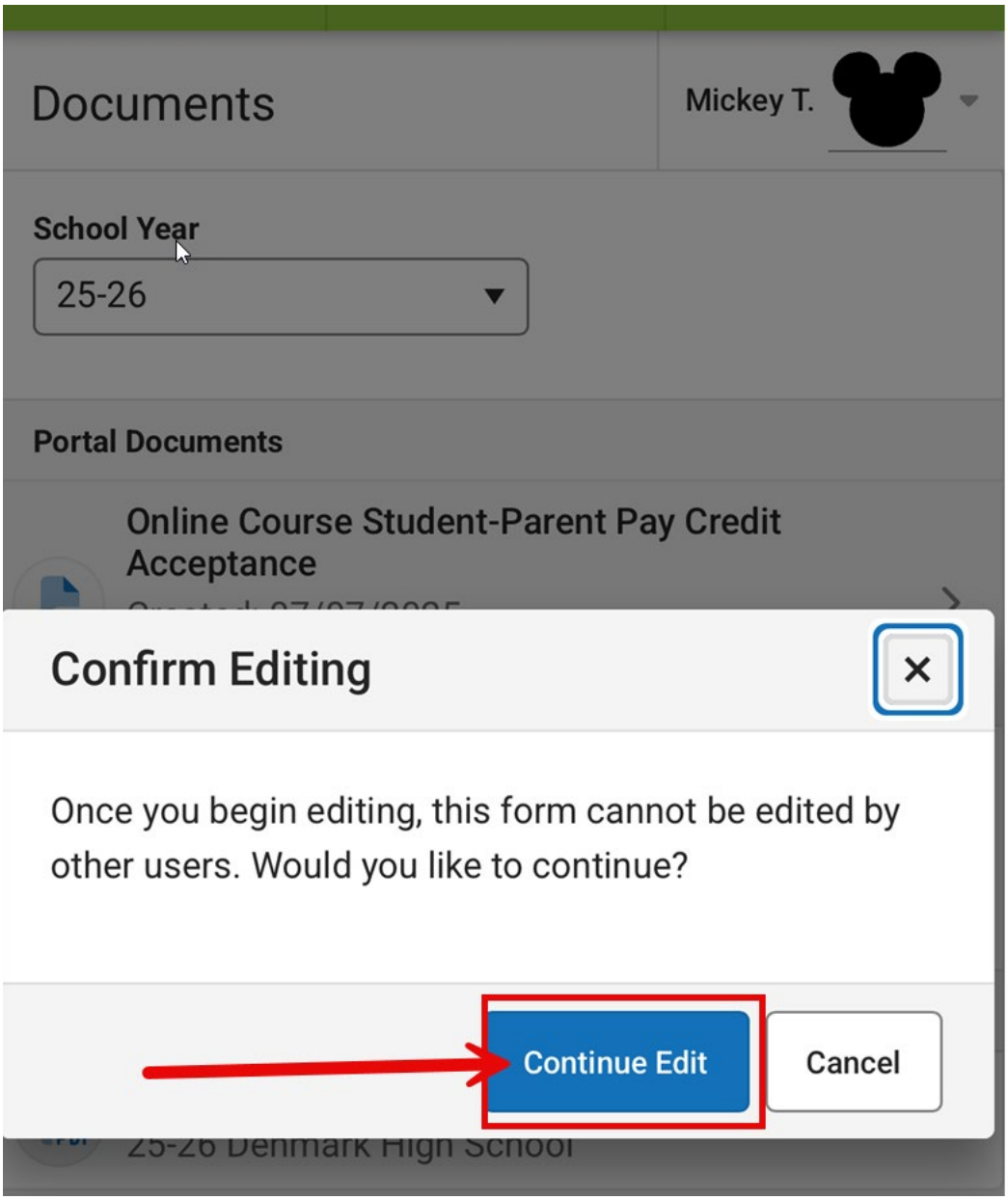
3. Once in the Documents section, make sure you are in the correct school year (25-26). To change the school year, click on the down arrow and select the current school year.



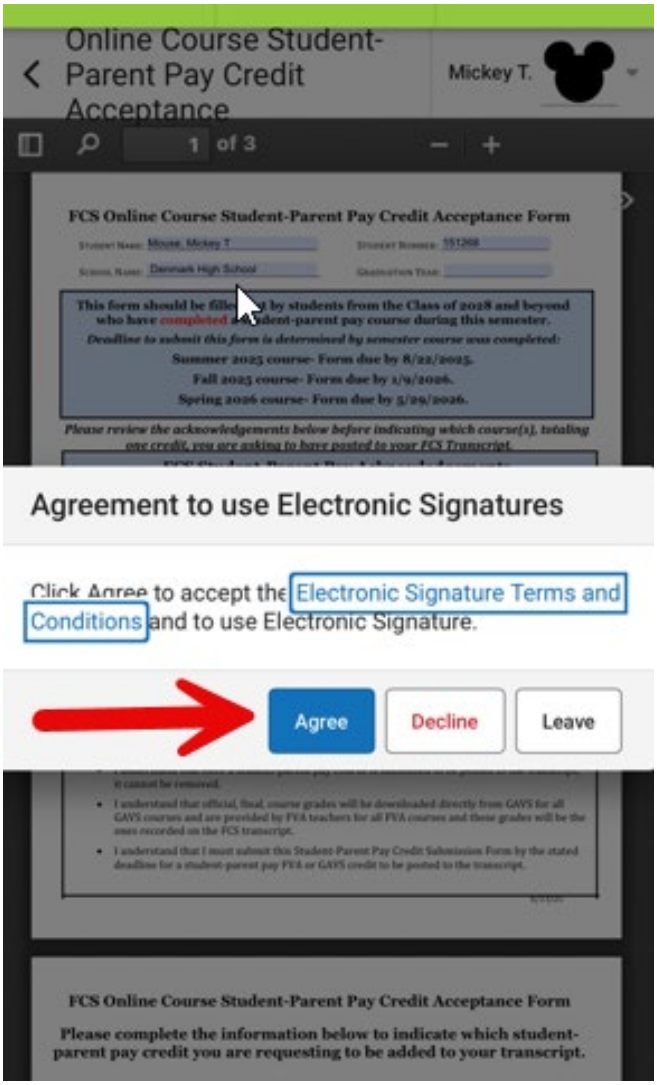
4. Select the form titled Online Course Student-Parent Pay Credit Acceptance.



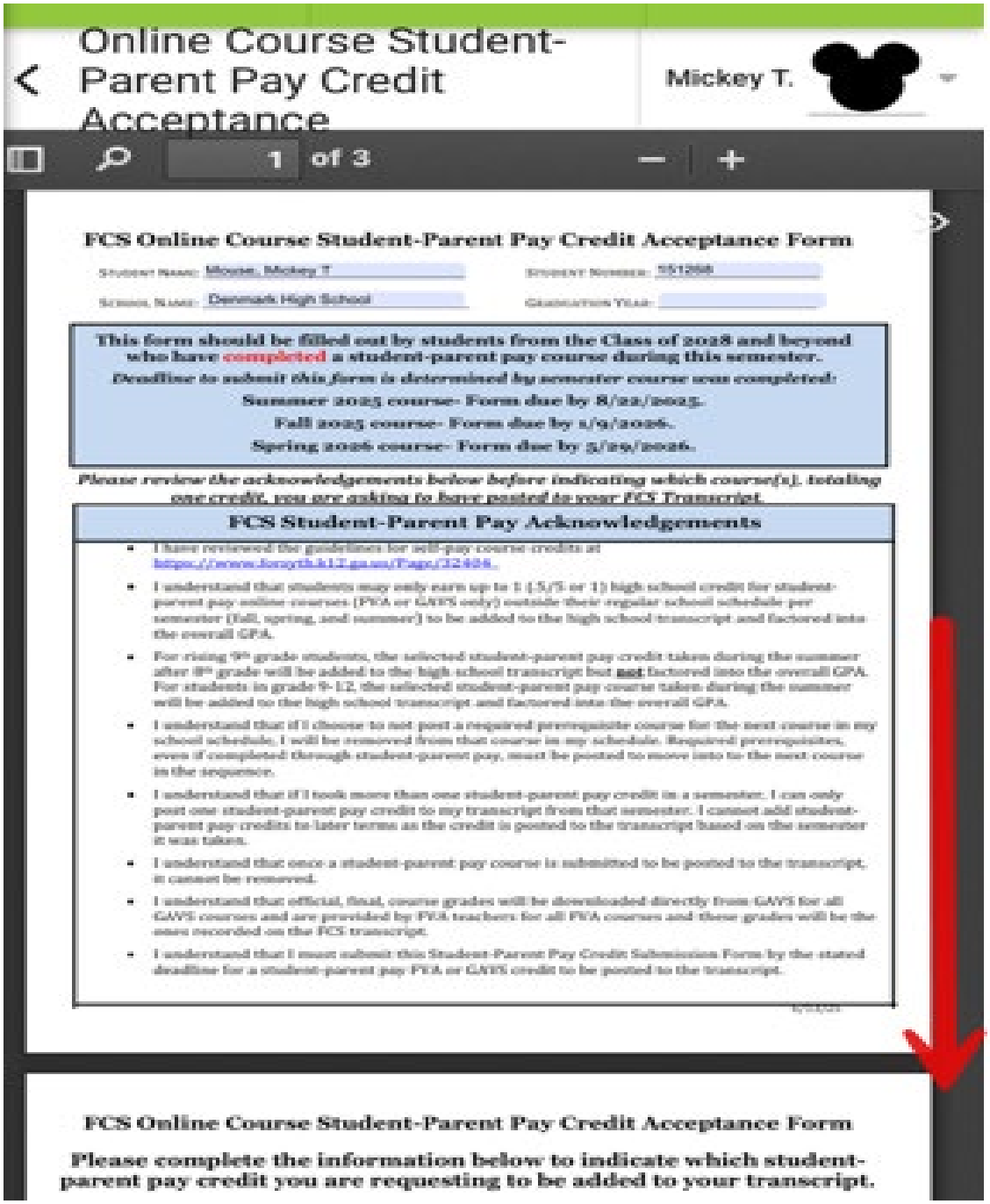
5. A message comes up that once you begin the form, any other parents/guardians will be locked out of completing the form. The form is initially assigned to all student's parents/guardians, but only 1 parent/guardian is needed to complete the form. The person who starts the form first, must finish it. At this step, if you will be the person finishing the form, hit the Continue Edit button. If you will not be the parent/guardian completing this form hit cancel and leave the application.



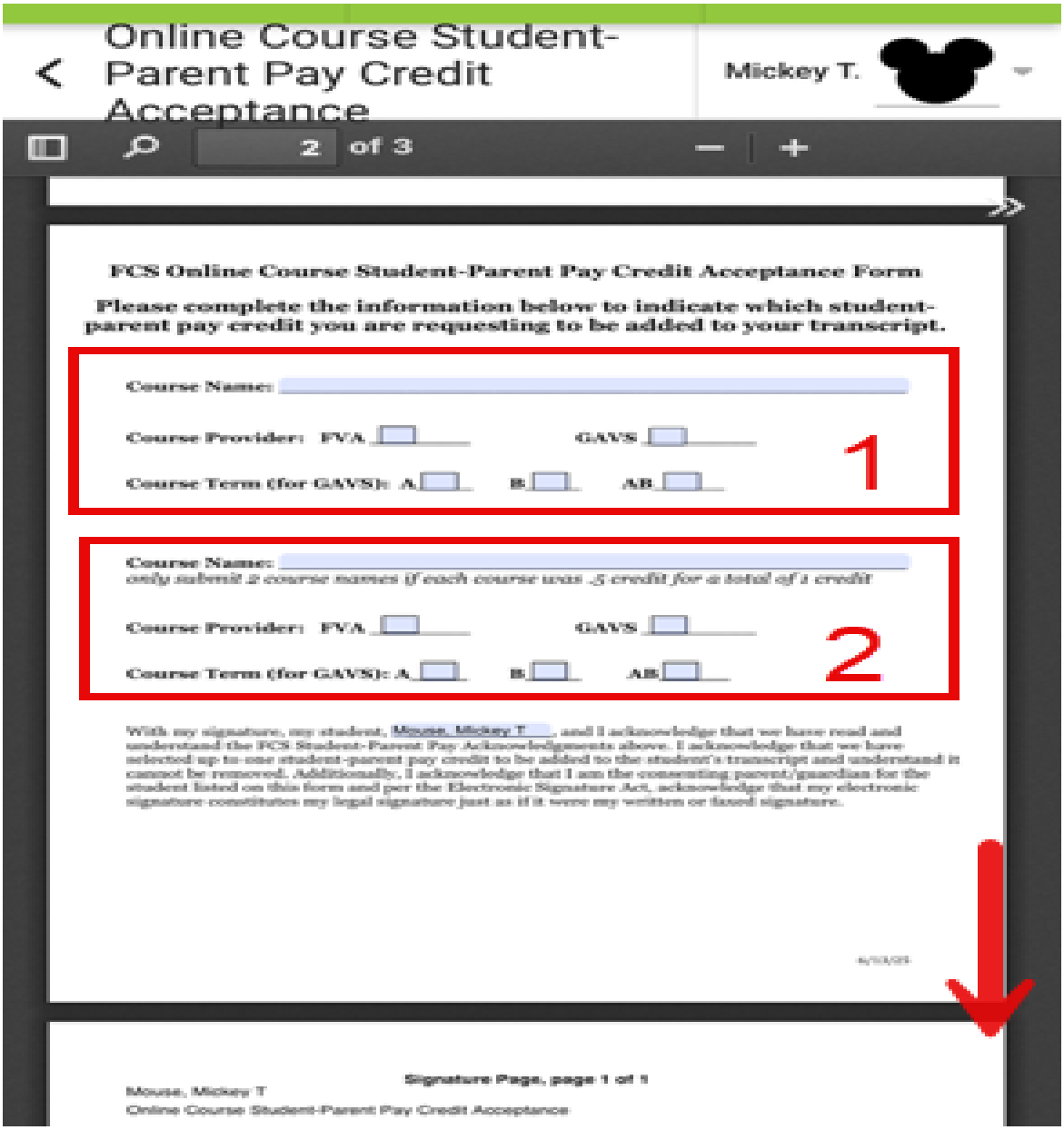
6. An acknowledgement pop-up appears related to using the Infinite Campus Electronic Signatures. Hit Agree to continue. By declining or leaving the process will end.



7. The form will now open. Please make sure to check the student's name and school at the top to verify that you are responding to the correct student. Please read the Student-Parent Pay Acknowledgement and click on any extra links so that you understand this process. Scroll down to page 2.



8. On page 2 of this form, fill in the course information
   Course Name – Type in the full name of the course - no other information is needed
   Course provider – check the correct box
   Course Term (GAVS ONLY) – please select the correct term
   Students in cohort 2028 and beyond may only submit credit acceptance for up to 1.0 course credit per term.
   - If the course credit = 1, then you may **ONLY** enter information for one course
   - If the course credit = .5, then you may enter information for 2 courses



9. To sign the form hit the red signature box. Even though you will see both guardians, only 1 signature is needed. The person who starts this form first is the guardian who will need to complete the form.

