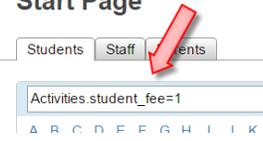


A Student Fee Activity group will first have to be created for your school. If one does not exist log a help desk request one be added.

| | |
|---|---|
| <p>Go to the start Page and select a student</p> <p>Under Enrollment, select Activities</p> |  |
| <p>Check the box marked Student Fee and Submit.</p> | <p>Activities</p>  |

To create a list of students that have or have not paid their student fees:

| <p>Go to the Start Page</p> | | | | | | | | | | | | | | | |
|---|--|--------------------|--|-------------------|---------------------|---------------------------|--------------------------------|-----------------------------|-----------------------------|---------------------|------------------------|---------------------------|--------------------------|-------------------|-----------------------------|
| <p>To search for students who have not paid their student fee go to the start page</p> | | | | | | | | | | | | | | | |
| <p>Click View Fields next to the search bar</p> |  | | | | | | | | | | | | | | |
| <p>Make sure that smart search is enabled (SEE README) and begin typing the words "student fee." Click on Activities.student_fee</p> | <p>PowerSchool Field List:</p> <p>Filter: student fee</p> <table border="1"> <thead> <tr> <th>Student Field Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Activities.eal</td> <td>104. Sched_LoadLock</td> </tr> <tr> <td>2. Activities.student_fee</td> <td>105. Sched_LockStudentSchedule</td> </tr> <tr> <td>3. Activities.test_activity</td> <td>106. Sched_NextYearBuilding</td> </tr> <tr> <td>4. Alert_Discipline</td> <td>107. Sched_NextYearBus</td> </tr> <tr> <td>5. Alert_DisciplineExpres</td> <td>108. Sched_NextYearGrade</td> </tr> <tr> <td>6. Alert_Guardian</td> <td>109. Sched_NextYearHomeRoom</td> </tr> </tbody> </table> | Student Field Name | | 1. Activities.eal | 104. Sched_LoadLock | 2. Activities.student_fee | 105. Sched_LockStudentSchedule | 3. Activities.test_activity | 106. Sched_NextYearBuilding | 4. Alert_Discipline | 107. Sched_NextYearBus | 5. Alert_DisciplineExpres | 108. Sched_NextYearGrade | 6. Alert_Guardian | 109. Sched_NextYearHomeRoom |
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| 6. Alert_Guardian | 109. Sched_NextYearHomeRoom | | | | | | | | | | | | | | |
| <p>In the search bar, ensure that Activities.student_fee is there and add (without spaces) =1 (if you wish the list to be who paid) or #1 (if you wish the list to be who didn't pay.) Then click search and your report will generate</p> | <p>Start Page</p>  | | | | | | | | | | | | | | |