

## Instructions to View Fees in Infinite Campus

1. Login into your Portal Account.
2. Click on the three (3) lines in the top-left corner to open the Menu.
3. Click on Fees.
4. This screen shows outstanding fees for each student in the district. You may filter by Person, School Year or Type within each of the drop-down menus.
5. Please deliver a check to the main office of your student's school to pay these outstanding fees.
  - a. Please note some of this information was carried over from the Sapphire Community Portal because there were outstanding fees from the previous school year. If your student has an outstanding balance from the previous school year, it is listed as "SAPPHIRE\_BAL\_FWD."

High school: For questions about the outstanding fees or the details regarding your student's Sapphire Balance, please contact the respective assistant principal's office.

Middle school: For questions about the outstanding fees or details regarding your student's Sapphire Balance, please contact the main office of your student's school.

The screenshot displays the Infinite Campus interface. The top navigation bar includes the Infinite Campus logo and a notification bell. The left sidebar menu lists various options, with 'Fees' circled in red and marked with a yellow circle containing the number 3. The main content area is titled 'Fees' with a yellow circle containing the number 4. It features three filter dropdown menus: 'Person' (set to 'All'), 'School Year' (set to '2019 - 2020'), and 'Type' (set to 'Unpaid'). Below these filters is a table with the following headers: DESCRIPTION, DUE DATE, PERSON, and FEE BALANCE. The table body is currently empty. A 'Print' button is located at the bottom left of the main content area.