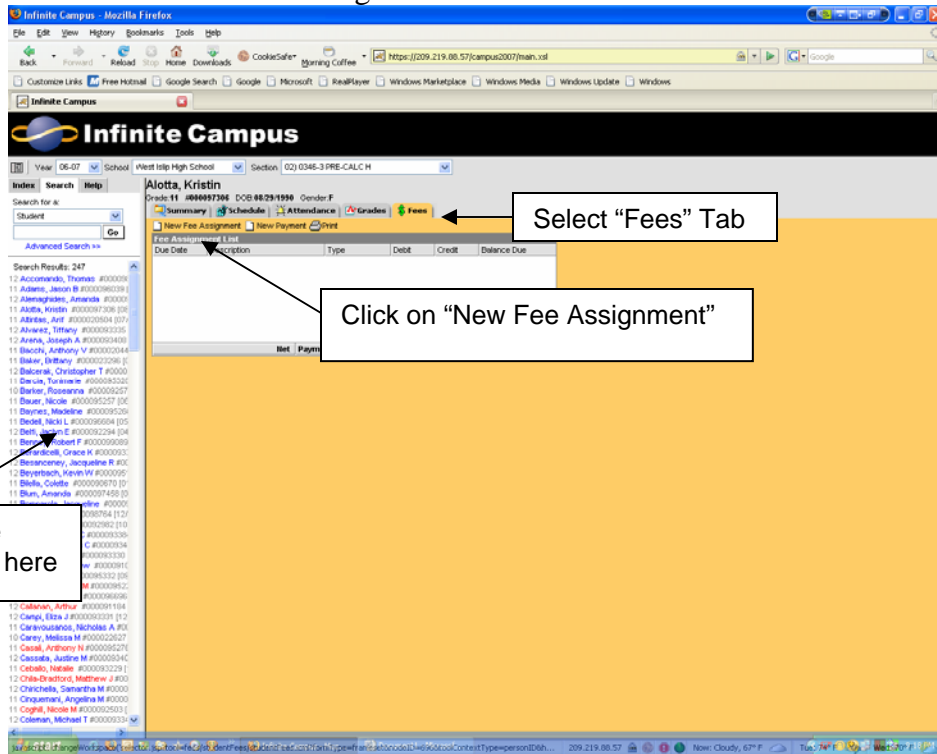


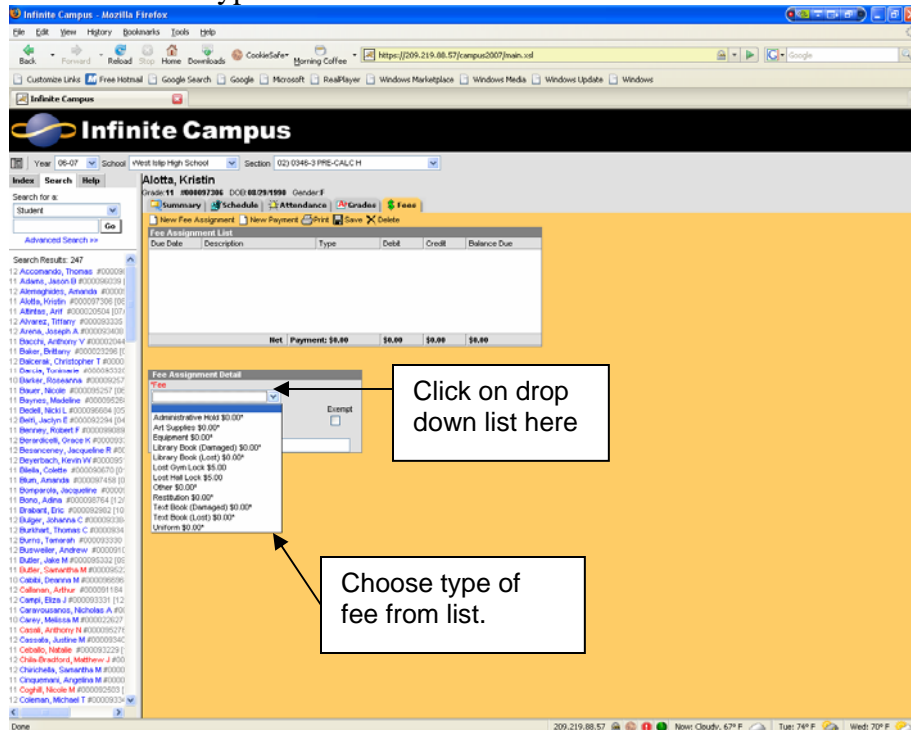
# WEST ISLIP SCHOOL DISTRICT

## Entering Fees In Infinite Campus

1. Select student for whom you wish to enter an obligation.
2. Click on the “Fees” tab.
3. Choose “New Fee Assignment.”



4. Click on the drop down list in the “Fee Assignment Detail” dialog box that appears.
5. Choose the type of fee to be entered.



6. Complete the “Fee Assignment Detail” dialog box by entering the Amount due, For the Due Date field, enter today’s date.
7. ***YOU MUST COMPLETE THE “COMMENTS” BOX. PLEASE INCLUDE THE TITLE OF BOOK OR DESCRIPTION OF THE ITEM OWED. PLEASE INCLUDE YOUR NAME.***
8. Click “Save” at the top of the Fees tab. *You must “save” in order for the fee to be recorded.*

When all fields are completed, click “Save” here.

Complete dialog box by entering amount owed, due date . . .

***YOU MUST INCLUDE BOOK TITLE, BOOK NUMBER OR DESCRIPTION OF THE OBLIGATION, AND YOUR NAME HERE.***

Due Date	Description	Type	Debit	Credit	Balance Due
			\$0.00	\$0.00	\$0.00
Net Payment: \$0.00					

9. After saving the fee will appear in the “Fee Assignment List.”

## Deleting a Fee Assignment

1. If a student returns a book or other item to you, then you must *Delete* the Fee Assignment from the student's record.
2. Choose the Fee tab from the student's record.
3. Click on the appropriate fee on the Fee Assignment List. *Be sure to choose the correct fee. If you "hover" the mouse over the fee, you can see the detail to be sure you choose the correct entry.*

The screenshot shows the Infinite Campus interface for student Alotta, Kristin. The 'Fees' tab is active, displaying a table of fee assignments:

Due Date	Description	Type	Debit	Credit	Balance Due
06-04-2007	Lost Gym Lock		\$5.00	\$0.00	\$5.00
06-04-2007	Restitution		\$15.00	\$0.00	\$15.00
06-04-2007	Text Book (Lost)		\$15.00	\$0.00	\$15.00
06-04-2007	Text Book (Lost)		\$15.00	\$0.00	\$15.00

A tooltip for the selected 'Text Book (Lost)' entry displays the following details:

Pre-Calculus # 05-23 - Stern Balance: \$10.00

"Hovering" over a Fee entry displays the detail recorded in the Comments field.

4. Clicking on a fee will display the Fee Assignment Detail box. Click on "Delete" to remove the fee. Confirm the deletion by clicking "OK."

The screenshot shows the 'Fee Assignment Detail' box for the selected fee. The 'Delete' button is highlighted with a callout: "Click 'Delete' to remove a fee." A confirmation dialog box is open, asking "You are about to delete this Preassignment, are you sure?" with 'OK' and 'Cancel' buttons. A callout points to the 'OK' button: "Confirm the deletion by clicking on 'OK.'"

**NOTE:** Do NOT delete a fee if a student pays his/her obligation. Those who are authorized to collect money will record such payments.