

PowerSchool Fees

School Fees can easily be added and monitored via the PowerSchool Parent Portal. You are now able to log into your PowerSchool Parent Access Portal and see what fees are still owed. You no longer have to search through RevTrak to find what fees you may need to pay throughout the school year. Below are directions on how to access, monitor, and pay assigned school fees.

1. Log into your PowerSchool Parent Access Portal.
 - <https://dodgeland.powerschool.com/public/home.html>
 - If you do not have a PowerSchool Parent Access Account, please reach out to your student's school office. They will assist you with getting an account created for you.
 - All school fees are tracked and managed via the Parent Access Account. Student Access Accounts do not have access to PowerSchool Fees.

PowerSchool SIS

Student and Parent Sign In

[Sign In](#) [Create Account](#)

Select Language: English

Username: ParentTest

Password: *****

[Forgot Username or Password?](#)

[Sign In](#)

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2. Once you are logged into your PowerSchool Parent Access Portal you will see the dashboard for your student(s). You will be able to select the student you want to look at or manage.
 - Select the student you want to review the fee for.
 - Click on Balance in the left side navigation.

PowerSchool SIS

PS2 Student - DO NOT USE

Select the Student

Welcome, Justa Test | [Help](#) | [Site Map](#) | [Sign Out](#)

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Brightline Messages
- Email Notification
- Teacher Comments
- Student Reports
- Forms
- School Bulletin
- Class Registration
- Balance**
- Student Logs
- My Schedule
- School Information
- Account Preferences

Grades and Attendance: Test, Student - DO NOT USE

Grades and Attendance Standards Grades

Exp	M	T	W	H	F	S	S	Course	S1	S2	Absences	Tardies	
Attendance Totals												0	0

Current HS Weighted GPA (S2):
[Show dropped classes also](#)

M	T	W	H	F	S	S	23-24	YTD	23-24	YTD	
							0	0	0	0	
Attendance Totals								0	0	0	0

Legend

Attendance Codes: Blank/Parent | Absent | Tardy | AD-Admin Excused | CH-College Visit | FT-Field Trip | HC-Health Concern | MES-HAES REM | SB-IB School Activity | SB-IB School Suspension | ME-Mutual Excused | OP-Office | RD-Religious | OSS-Out Of School Suspension | PE-Parent Excused | NE-Not Excused | SR-Sick Room | TE-Tardy Excused | TU-Tuist

Click on Balance to see current fees

3. Once you have clicked on the balance dashboard, a list of all the fees that have been assigned to your student will appear (see image below). You are able to make a payment for any open fees within PowerSchool.
 - Click on **Make a Payment**. This will take you to RevTrak, our online payment platform where you can pay with a Credit/Debit Card or connect an ACH/Checking or savings account.
 - You can also view the Meal Transaction for your students as well. This will be listed under the Meal Transaction portion of the balance dashboard.
 - If you would like to add money to your students lunch account please select **Make a Payment**.

Student - DO NOT USE

Transactions: Test, Student - DO NOT USE

Fees

Available Funds in Fee Account: \$0.00

Make a Payment


Fee	Date Assessed	Fee Notes	Course	Amount	Discount	Paid	Balance Due
Athletic Participation Fee <i>Rolled - Dodgeland Middle School - 23-24 Athletic Participation Fee</i>	09/05/2023			\$20.00	\$0.00	\$0.00	\$20.00
Yearly Classroom Material Fee - Manual <i>Rolled - Dodgeland Middle School - 23-24 Yearly Classroom Material Fee</i>	09/05/2023			\$35.00	\$0.00	\$0.00	\$35.00
Instrument Rental - Tuba <i>Rolled - Dodgeland Middle School - 23-24 Instrument Rental - Tuba</i>	07/02/2024	rental for the 24-25 school year		\$40.00	\$0.00	\$0.00	\$40.00
Yearly Classroom Material Fee	09/06/2024	24-25 School Year		\$35.00	\$0.00	\$0.00	\$35.00
Totals:				\$130.00	\$0.00	\$0.00	\$130.00

Meal Transactions - Current Balance: **\$10.20**

Make a Payment

Date	Time	Cash	Net	Balance	Description
09/04/2024	12:47 PM	\$0.00	-\$2.65	\$12.85	Elementary School Lunch
09/05/2024	12:47 PM	\$0.00	-\$2.65	\$10.20	Elementary Lunch

4. Once you have clicked Make a Payment, a screen will appear to tie your PowerSchool Account with your RevTrak Account (see image below). If this screen does not show up, no worries, magic occurred and should be showing a list of your unpaid fees.
 - Payer Name - Family Account (Multiple Students Only)
 - Enter the Username and Password to your PowerSchool Parent Access Account


The Best is Better Tomorrow

BROWSE SERVICES HOME MY ACCOUNT CART

Home

PowerSchool Fees

POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Multiple payors found. Select a payer:

Payer Name: Family Account

SELECT

Or log in as a new payer:

Username: ParentTest

Password: *****

LOG IN

If you have multiple students

Enter your PowerSchool Parent Access Account Information

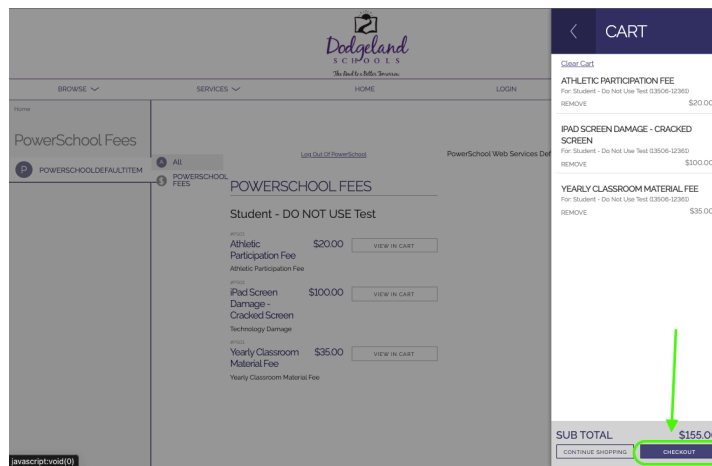
5. Once you have authenticated PowerSchool to RevTrak, you will be directed to the PowerSchool Fees and Payment of RevTrak.
 - To add money to your students lunch account, click **“MAKE ONE-TIME PAYMENT”**.
 - There are predetermined amounts you can select or you can set a specific amount you would like to add.
 - Money has to be added to each student individually. Family Accounts are no longer available.
 - To Pay for any unpaid School Fees, Click **Add To Cart** for each Fee that you would like to pay at this time.
 - Any unpaid fees will remain in the list. Any fees that are not paid by the end of the school year will be rolled to the next year.

The screenshot shows the PowerSchool interface. On the left is a sidebar with a search bar and three main categories: ALL (selected), FOOD, and POWERSCHOOL FEES. The main content area is divided into two sections. The top section, titled 'FOOD ACCOUNTS', lists four students with their balances: Student 1 (\$0.00), Student 2 (\$15.50), Student 3 (\$0.00), and Student 4 (\$0.00). Each student has a 'MAKE ONE-TIME PAYMENT' button. The bottom section, titled 'POWERSCHOOL FEES', lists fees for Student 1: Athletic Participation Fee (\$20.00), Instrument Rental - Tuba (\$40.00), and Yearly Classroom Material Fee - Manual (\$35.00). Each fee has an 'ADD TO CART' button.

6. When you click on Add To Cart, you will be asked if you want to add the full amount or just make a partial payment.
 - If you would like to make a full payment, select Add To Cart.
 - If you would like to make a partial payment, edit the dollar amount and select Add To Cart.

The screenshot shows a 'Make A Payment' dialog box. It displays the amount due as \$20.00 for Student - DO NOT USE Test, specifically for the Athletic Participation Fee. Below this, there is a text input field containing '\$ 20.00'. At the bottom of the dialog are two buttons: 'CANCEL' and 'ADD TO CART'.

7. As you add items to the cart, the cart will show up on the right hand side of your screen. After you have the items you want to pay for in your cart, select Checkout.



8. You will be asked to log into your RevTrak account. If you do not have an account you will be able to create one.

×

CHECKOUT

Log in to the Web Store

Email

parentTest@gmail.com

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

9. Once you are logged into RevTrak you will be prompted with payment information. After entering payment information, please click continue.
- There are two ways to pay for school fees via RevTrak.
 - ACH / Checking or Savings Account
 - Credit or Debit Cards

The ECHECK form is titled "ECHECK" in large green letters. Below the title is the text "Add an eCheck for a *quicker* checkout experience". The form contains several input fields: "Routing Number*", "Account Number*", "Verify Account Number*", "Name on Account*", and "Nickname". Below these fields is a line for the check number, with a "FOR" label and a small icon. The check number is displayed as "1221052771 6724301068 2400". Below the check number are labels for "Routing Number", "Account Number", and "Check Number". At the bottom of the form are two buttons: "USE CREDIT/DEBIT" and "USE ECHECK".

The ADD CARD form is titled "ADD CARD" in large green letters. At the top, there are two tabs: "PAYMENT" and "VERIFY". Below the title are logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS. The form contains input fields for "Card Number*", "Expiration*" (MM / YY), "Name on Card*", and "Nickname". Below these fields is a checkbox labeled "Save this payment method". At the bottom of the form are two buttons: "CANCEL" and "CONTINUE".

10. After you have entered your payment information, you should see a summary of the payment you are making. If everything looks correct, proceed with making the payment.
- Check the box that says I'm not a robot.
 - Click Place Order.

Important Information To

The Review & Submit page is titled "Review & Submit" in green. It contains sections for "BILLING", "PAYMENT METHOD", and "ITEMS". The BILLING section shows the address: "Bill To: Brad Moffitt, 1103 E. Circle Drive, Beaver Dam, WI 53916". The PAYMENT METHOD section shows a VISA card ending in 7458. The ITEMS section lists three items: "ATHLETIC PARTICIPATION FEE" for \$20.00, "IPAD SCREEN DAMAGE - CRACKED SCREEN" for \$100.00, and "YEARLY CLASSROOM MATERIAL FEE" for \$35.00. The TOTAL is \$155.00. At the bottom, there is a checkbox labeled "I'm not a robot" with a green checkmark, and a "PLACE ORDER" button. A green arrow points to the checkbox, and another green arrow points to the PLACE ORDER button.

- You will receive an email containing the receipt for the completed transactions. Please keep that for your records.
- RevTrak will report the transaction back to PowerSchool and list the fee(s) as paid or will add money to your students lunch account.
- Fees that are not paid at the end of the school year will roll into the next school year.
- There is no transaction fee added to your payment. The district covers 100% of the transaction fees for Online School Fee Payment.