## **School Fees**

Once you have completed the Re-Enrollment form and any other required school forms, your Focus Parent Portal will now display the dashboard.

## Go to <u>focus.graniteschools.org</u> to access online registration.

- **1.** Type your username and password into the available fields,
- 2. Click "Log In" to access your account.



Under the District & School Announcements tile, you will see an alert for outstanding invoices.

District & School Announcements	
News Events	
Alerts	
You have available invoices! Please review them here.	

Step 1: Click on the alert "You have available invoices! Please review them here."

Step 2: Click "View Now" button at the top of the screen.

You have available invoices. View Now

**Step 3:** All invoices for this student will display on the screen. To view more information about the invoice, click "More Details" button.

Please select the following unpaid invoices that you wish to pay at this time:	
□ Invoice #43259	
07/11/2023 12:18pm Unpaid Balance: \$69,71 Due Date: 07/11/2023 Involce #: 43259 Custome: D	
More Declars	Sub-total: \$0.00
	Total to be collected: \$0.00
	Cancel Continue

Here is an example of an invoice for a basic fee for Cyprus High School. To return to the previous screen, click the close button.

Details for Invoice #43259							
Item Number	Description	Price	Quantity	Related to			
CYPHS_STBD_BASC	High School Basic Fee	\$65.00	1	N/A			
Outstanding Balance: \$69.71							
Close							

**Step 4:** Check the box by the invoice you would like to pay. If you have multiple invoices to pay, you can check all the boxes available.



Step 5: Complete the Pay by Credit Card secure payment form.

Secure Payment Form		
Pay by Credit Card		
irst Name on Card	Last Name on Card	
ard Number *	Expiration *	Cvc.
3	4	5
ne accepe visa, Mastercaro, Discover, American express		
		Sub-total: \$69.71 Total to be collected: \$69.73
		Cancel Complete Payment

- 1. First Name on Card
- 2. Last Name on Card
- 3. Card Number
- 4. Expiration Date
- 5. CVC
- 6. Click "Complete Payment" to finalize your payment

\*Click Cancel if you would like to cancel your transaction

**Step 6:** Once you have completed your payment. You will receive a payment confirmation email.

After you have completed your re-enrollment and all school fees have been paid, the student schedule will be released.

## **Before Completion**

P TAYLORSVILLE SENIOR HIGH						
Gra	des	News	Plan	ner Reports		
Q1	Q2	Q3	Q4	07/03 - 10/11		
	Schedule Not Available					

## **After Completion**

G	P TAYLORSVILLE SENIOR HIGH Grades News Planner Reports									
Pd	Course	Teacher	Ex	Unx	Tardy	Grade				
01	AVID 9	BUTLER, C	0	0	0	NG				
02	HONORS EARTH SCIENCE	GORDON, N	0	0	0	NG				
03	SECONDARY MATHEMATICS 1	PETERSON, C	0	0	0	NG				
04	WORLD GEOGRAPHY	WADE, R	0	0	0	NG				
05	HN ENGLISH 9	SHAFER, L	0	0	0	NG				
06	DANCE 1	CALL, K	0	0	0	NG				
07	FITNESS FOR LIFE - SWIMMING	GRAZIANO, B	0	0	0	NG				
08	CHINESE 1	GUO, H	0	0	0	NG				