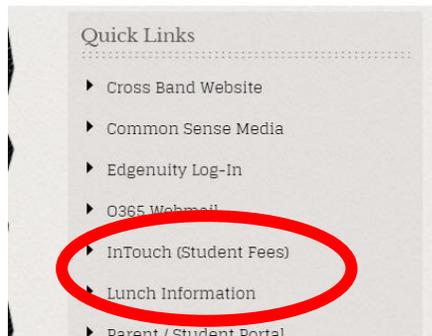
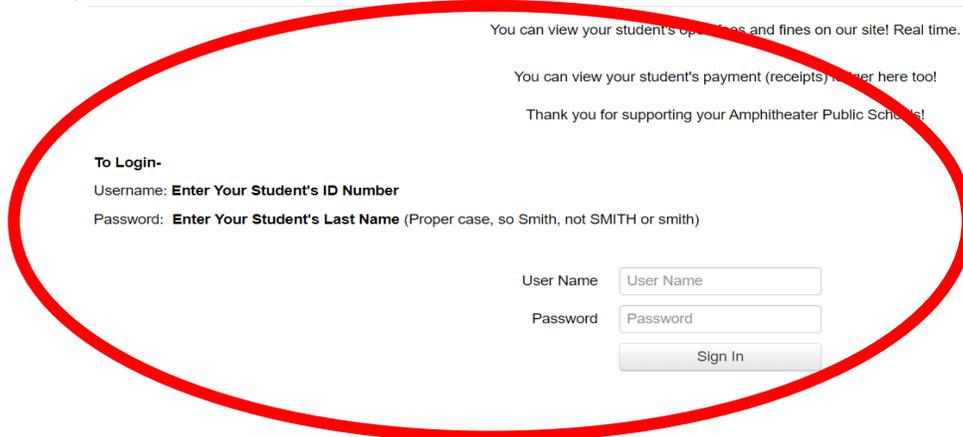


DIRECTIONS FOR PAYING CLASS FEES ONLINE

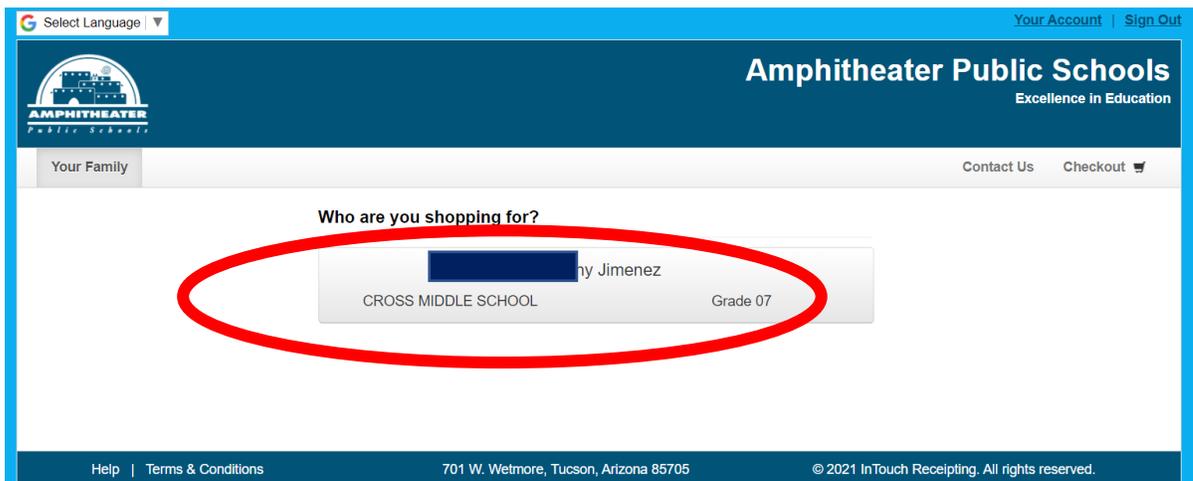
1. Go to the Cross Middle School website. Scroll down and to the left you will see the “Quick Links” box with items; you will click on “InTouch (Student Fees).”



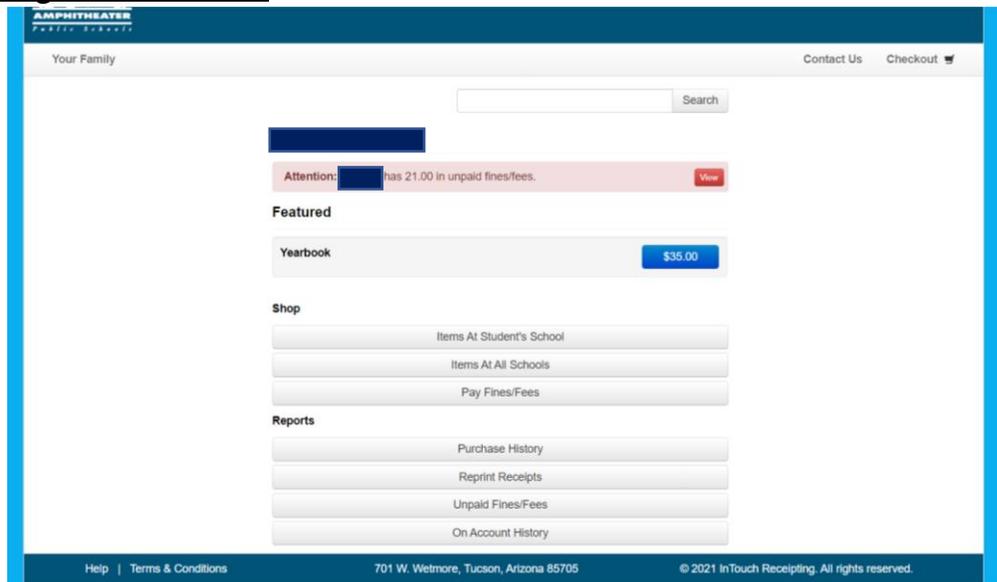
2. Once you click on the link, another window will pop up. This next screen is where you will enter your student/s information and sign in to see their account. The Username will be the students ID# (they might know it as their 300#); the password is the students last name; proper case. (The first letter/s must be capitalized.)



3. The next screen will ask you whom you are shopping for, with the students name, school and grade on there. You will need to click on the box with that information.



4. The following screen will bring up your student; if there are any outstanding class fees they will appear here. Please note: if your student **does not** have any outstanding fees, you will not see anything on the screen.



FAQ's

1. My password is not working. What is wrong? The program is set up to match student's last names as they are listed on their registration forms. This means that if your student has 2 last names, or a hyphen between them, etc. they need to be entered that way. With or without spaces, both last names (if applicable) capitalized, etc.
2. Grandparents want to help pay for the fees; can they do that? Yes. They will need to be given the login information and proceed from there.
3. Can I pay for my students fees through a tax credit donation? Unfortunately, not. They are meant to supplement extracurricular activities, like athletics, student clubs, field trips, etc. "A fee is a dollar amount paid directly to a public school for the support of extracurricular activities."
4. I am having a different issue that is not listed on here. Who can I talk to? If you need additional help, please call the school at 696-5920.