



Ballard Community School District  
Online Payments

Beginning October 1, 2021, Ballard is excited to announce that we have now partnered with Infinite Campus to provide an online payment option to parents and guardians within their Infinite Campus Parent Portal. We will no longer be using the RevTrak platform so you will only need to log into your account via an Internet browser or the Parent Portal app to make deposits to your students lunch account or pay textbook fees. We hope this will be a streamlined solution for our parents with everything being located within your Infinite Campus Parent Portal. Please remember that if you do not wish to make payments online, cash and check payments will still be accepted in any Ballard school office.

Please see the following steps for using our new Online Payments option.

1. Upon logging into your Parent Portal account, you can select Fees or Food Service from the left hand menu. We will walk through fees first.

Fees

Person: All | School Year: 2021 - 2022 | Type: Unpaid

Total Due: \$95.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Textbook Fee (East/West)	10/01/2021	[REDACTED]	40.00	IN CART
Textbook Fee (MS/HS)	10/01/2021	[REDACTED]	55.00	IN CART
		Subtotal	95.00	

On the fees screen you can add specific student fees to your cart. Not all fees due have to be paid at the same time. There is also an option at the bottom of this screen to Print a fee statement or also add Optional fees to your student for payment. In the instance of a high school student, this would include fees such as Parking Permits or Senior Diploma Covers.

2. If you would like to add Food Service payments to your cart, simply click the "Food Service" Menu from the left hand side of your screen. This will first take you to a screen to view your student's current account balance for meal

accounts. If you need to add funds select the Pay button located under your student's name. Enter the amount you would like to add and then select the blue Add to Cart button.

Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT	
[REDACTED]	721	\$0.50	\$0.00	>
[REDACTED]	6239	\$5.00	\$0.00	>

3. To view your cart at any time you are able to select My Cart from the menu on the right of your screen. You can also adjust the items in your cart prior to completing your purchase. At this point you will want to make sure you add your payment method and include an email address for your receipt to be mailed to.

Welcome to Ballard's Online Payment store! This is a convenient way for you to pay student fees and deposit money into lunch accounts. There will be a service fee for each transaction. The minimum purchase allowed when using Online Payments is \$5.00.

FOOD SERVICE ACCOUNT	NAME	AMOUNT	
721	[REDACTED]	\$5.00	<input type="button" value="Remove"/>

  

FEE	NAME	AMOUNT	
Textbook Fee (East/West)	[REDACTED]	\$40.00	<input type="button" value="Remove"/>
Textbook Fee (MS/HS)	[REDACTED]	\$55.00	<input type="button" value="Remove"/>

Payment Method \*  
No payment methods available

Subtotal: \$100.00  
Service Fee:  
Total: \$100.00

Email Address for Receipt