

Print a Student Statement

Click **Collect By Student**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

January 2015						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Collection
- My Collections
- Student Groups
- Course Groups
- Collect By Student**
- Refund By Student
- Booked Receipts
- Cancelled Receipts
- History

Fill "Student ID:" or "Combination of a Name" for Student that is needing a receipt

Click **Submit**

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Fundraiser Calendar

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- New Collection
- My Collections
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- Course Groups
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- Booked Receipts
- History

Use this form to search for open collections for a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. Leave all fields blank to list all students at your campus.

Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Click **Select** on Student

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Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Results

	Student Nbr	Student Name	Birth Date	Grade Level
select	0123456	Mickey Mouse	07/10/1996	12



Click on the **Student Name** Hyperlink

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Student Picture

Student Nbr.: 0123456
 Campus: Sam Rayburn High
 Student Name: [Mickey Mouse](#)
 Student DOB: 00/00/000
 Student Grade Level: 12
 Email Address:
 Comment:



Open Collections

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	\$0.00	\$0.00	<input type="text"/>	<input type="checkbox"/>
WINN	Postage for Report Cards	To mail last report cards home	Fee	\$1.00	\$0.00	<input type="text"/>	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

Click on **Print**

Student Name: Mickey Mouse
 Student DOB: 00/00/0000
 Student Grade Level: 12

Previous 12 Months Receipts

Receipt#	Date	Collection	Type	Amount
12060	3/20/2014 1:22:30 PM	AP Testing	Fee	\$15.00
7137	1/15/2014 3:28:40 PM	Solo & Ensemble	Fee	\$7.00

