Pay School Fees Online Instructions

1. Go to millardk12.org

2. Under Registration on the left menu, select Pay School Fees

3. Select the school where you would like to pay fees

   NOTE: You will need to go to each school individually to pay fees at the correct location

4. Enter your student's last name, first name, and student id#

   NOTE: The student id# can be found in your PowerSchool Parent Account next to each student's name.

5. Select the fees associated with each course that your student is enrolled in. It will total your amount at the bottom.

   NOTE: Your student's schedule can be found in your PowerSchool Parent Account under Grades & Attendance.

Writing Lab (Mandatory):	$6.00	Select: ☑	Item Subtotal:	$6.00
Fitness (Mandatory):	$10.00	Select: ☑	Item Subtotal:	$10.00
Keyboarding (Mandatory):	$3.00	Select: ☑	Item Subtotal:	$3.00
Art:	$15.00	Select: ☐	Item Subtotal:	$0.00
Band:	$15.00	Select: ☐	Item Subtotal:	$0.00
Chorus:	$5.00	Select: ☑	Item Subtotal:	$5.00
Creative Coding/Robotics:	$10.00	Select: ☑	Item Subtotal:	$10.00
Drama/Theatre:	$15.00	Select: ☐	Item Subtotal:	$0.00
Exploring Technology:	$10.00	Select: ☑	Item Subtotal:	$10.00
FACS:	$10.00	Select: ☐	Item Subtotal:	$0.00
Orchestra:	$15.00	Select: ☐	Item Subtotal:	$0.00
Activity Fee (Optional):	$15.00	Select: ☑	Item Subtotal:	$15.00
Yearbook (Optional):	$20.00	Select: ☑	Item Subtotal:	$20.00
			Total:	$79.00

6. Complete the Parent/Guardian Information and select the payment method.

   NOTE: There is a processing fee of 3% plus $0.50 (1.50 min) for credit cards or $0.49 for eCheck.

7. Check the "I Understand" statement and click Continue. This will conclude your pay school fees online process.