

# School Cash Online Procedures for Technology Fee

## As Part of Collecting the Technology Fee, the School Must:

1. School Staff will make sure forms needing parent permission and signatures are available to parents.
2. School Staff will identify students have returned the signed agreement in the TLC system.
3. School Staff will identify students have paid the Tech Fee in full in the TLC system.

## When Communicating about the Technology Fee:

The link to the software <https://frederickcounty.schoolcashionline.com/> will be included in emails or instructions stating that the link can be found on the school and FCPS websites will be prominently shown on all communications to parents.

## Finance Department Procedures:

The Finance Department Student Activity Fund Accountant will set up a total of 5 items in each school's SchoolCash catalog.

- Technology Fee
- Replacement Device
- Replacement Case
- Replacement Charger
- Lost/Stolen Device

## School Procedures:

1. The item will be made available to all students who are eligible to receive devices.
2. Parents who have registered with School Cash Online will receive email notifications that the Technology Fee is available online for payment.
3. Parents who use School Cash to pay the Technology fees will have the option of setting up an automated payment schedule.
4. The School Secretary will run the Item Attachment Report periodically or upon request to show which students have and which students have not yet paid.
5. The School Secretary will process payments by cash and checks through the School Cash Register or Group Collections so that students who have paid this way will be included in the Item Attachment Report.