

ACCESING TAX STATEMENTS IN PARENT PORTAL

1. From the home screen in the SchoolCare Works Parent Portal, click on the box labeled STATEMENTS.

The screenshot shows the parent portal home screen with a navigation menu on the left and a 'News & Info' section on the right. The navigation menu includes buttons for Attendance, Personal, Registration, Communication, Auto-Pay, Account, and Logout. The 'Statements' button is highlighted with a yellow arrow. The 'News & Info' section contains an announcement titled 'PARENT PORTAL HELP GUIDE WELCOME!!!' and two paragraphs of text. The first paragraph says: 'Please select the Communication button on the left hand side or the Communication tab on the main toolbar to locate the Parent Portal Help Guide.' The second paragraph says: 'Please note, you must complete a calendar for each child under the Attendance tab.'

2. Then, change the VIEW YEAR to 2016 and click VIEW.

The screenshot shows the 'View Year' dropdown menu set to 2016. The 'VIEW' button is highlighted with a yellow arrow. The 'Summary Year End' and 'Statement' buttons are also visible. Below the dropdown is a table with the following data:

Date	Description	Fee	Paid	Balance
04/12/2016	Child2 Test13 - Normal Fee - West Support Center BASE Programs - Before School (\$9) 04/10/2016 to 04/16/2016 - 04/13, 04/14, 04/15 (View Details)	0.00		0.00
04/12/2016	Child2 Test13 - Misc. Credit - Misc. Credit - (View Details)	-50.00		-50.00
04/12/2016	Child2 Test13 - Normal Fee - West Support Center BASE Programs - Before School (\$9) 04/17/2016 to 04/23/2016 - 04/18, 04/19, 04/20, 04/21, 04/22 (View Details)	0.00		-50.00
04/12/2016	Child2 Test13 - Normal Fee - West Support Center BASE Programs - Before School (\$9) 04/24/2016 to 04/30/2016 - 04/25, 04/26, 04/27, 04/28, 04/29 (View Details)	0.00		-50.00

3. Once the information displayed reflects the correct year, click SUMMARY YEAR END and save or print the PDF.

The screenshot shows the 'Summary Year End' button highlighted with a yellow arrow. The 'View Year' dropdown is still set to 2016. The table below shows the same data as the previous screenshot:

Date	Description	Fee	Paid	Balance
04/12/2016	Child2 Test13 - Normal Fee - West Support Center BASE Programs - Before School (\$9) 04/10/2016 to 04/16/2016 - 04/13, 04/14, 04/15 (View Details)	0.00		0.00
04/12/2016	Child2 Test13 - Misc. Credit - Misc. Credit - (View Details)	-50.00		-50.00