

Print Fee Statements

Last Modified on 06/11/2026 2:55 pm CDT

Statements for multiple students can be created using the Fee Billing Batch.

The Print option on Student Fees generates a PDF in a format that can be folded and mailed to a person's primary address. The Fee Statement provides a list of totals, including the number and value of all fees incurred, the district-determined fee maximum if applicable, the total amount paid, and the balance due.

If a student does not have an active primary address marked for Mailing (the address has an end date), the report will generate for the student but not include an address.

To print a student's Fee Billing Statement, select the **Years to Print** then click the **Print** button at the bottom of the screen. If the student has no existing fees, the Years to Print box will default to the current year. If fees from the previous year exist, it will default to All.

Fees ★

Anderson, Jack A Grade: 10 #662478 DOB: 10/12/06

HS Graduation Peer Tutor

[Student Information](#) > [General](#) > [Fees](#)

Unpaid Fees : \$400.00

Surplus : \$0.00

Balance : \$400.00

Years to Print

21-22 ×

1

×

	Year	Balance
+	21-22	400.00

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Print

2

Example Print Button for the Fee Billing Statement

Fee Billing Statement

02/21/2022
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21-22 Harrison High
5856 Peachtree Parkway, Metro City, MN 55436
Phone: (763)555-5555 Fax:

To: Anderson, Jack A
620 Rice Creek Ter NE
Blaine, MN 55449

Student Number: 662478
Grade: 10 Gender: M
Number of Fees: 3
Fee Amount: \$600.00
Adjustments: \$0.00
Paid: -\$200.00
Unpaid Fees: \$400.00
Balance: \$400.00

Fees

Fee (Type)	Due Date	Fee Amount	Payment/Adjustment				Balance Due
			Type	Date	Amount	Method	
Orchestra Trip - Down Payment (Activity)	02/17/2022	\$475.00	Payment	02/17/2022	\$150.00	From Surplus	\$325.00
10th Grade PSAT Prep (Activity)	03/01/2022	\$50.00	Payment	02/15/2022	\$25.00	Cash	\$0.00
			Payment	02/16/2022	\$25.00	Cash	
Yearbook (Technology)	04/01/2022	\$75.00					\$75.00
* stands for variable rate fee.							Total Balance Due for Fees: \$400.00

Example Fee Billing Statement