

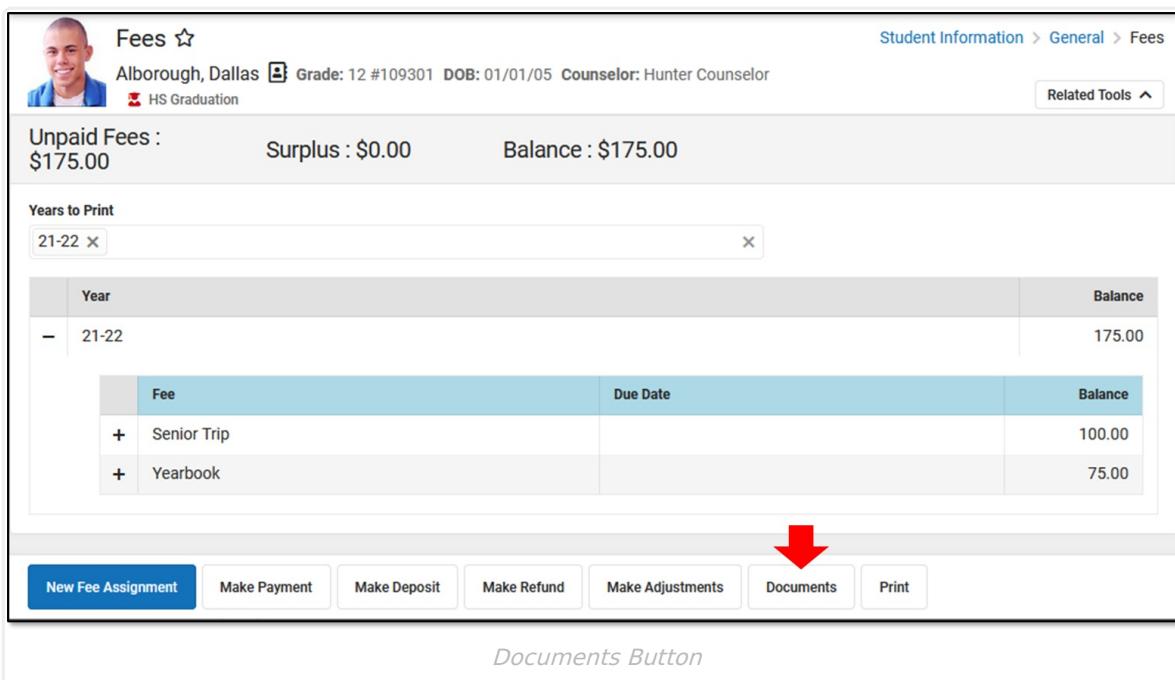
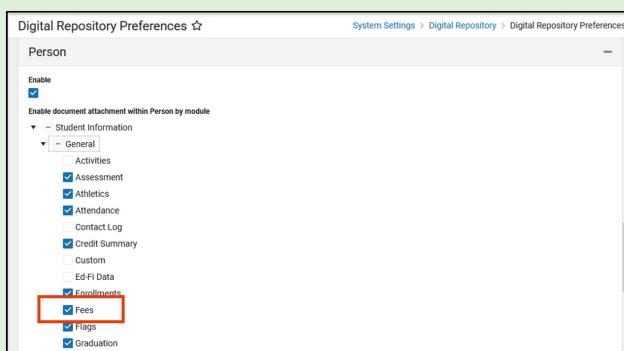
Manage Fee Documents

Last Modified on 12/14/2025 8:45 pm CST

The **Documents** button on the Fees tool allows you to view all documents associated with a specific student's fees.

The Fees Documents button is enabled by your Campus administrator. See the [Digital Repository Preferences](#) article for more information.

Ensure the Fees checkbox is marked under Student Information > General > Fees within the Digital Repository Preferences.

A screenshot of the 'Fees' tool for student Alborough, Dallas. The top navigation bar shows 'Student Information > General > Fees'. The student information section includes a photo, name, grade, DOB, counselor, and graduation status. Below this, the 'Unpaid Fees' section shows \$175.00. The 'Years to Print' dropdown is set to '21-22'. The main table shows two fees: 'Senior Trip' (\$100.00) and 'Yearbook' (\$75.00). At the bottom, a row of buttons includes 'New Fee Assignment', 'Make Payment', 'Make Deposit', 'Make Refund', 'Make Adjustments', 'Documents' (which is highlighted with a red arrow), and 'Print'. A label 'Documents Button' is positioned below the red arrow.

Upload Documents

1. Click the **Documents** button.
2. Click the **Upload** button.

3. Click **Select files** and locate the file to attach. Select it and click **Open** or just double-click the file name.
4. Provide a comment or note in the **Description** field if needed. The Description appears below the file name in the Document List.
5. Repeat Steps 3 and 4 until all of the desired files to attach are added.
6. Click the **Save** button. The documents appear in the Document List.
7. Sort the list by clicking the **Newest** or **Oldest** button.

Fees ☆

Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
HS Graduation

Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Year	Balance
21-22	175.00

Fee	Due Date	Balance
Senior Trip		100.00
Yearbook		75.00

1

New Fee Assignment Make Payment Make Deposit Make Refund Make Adjustments **Documents** Print

Fees ☆

Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
HS Graduation

Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Year	Balance
21-22	175.00

Fee	Due Date	Balance
Senior Trip		100.00
Yearbook		75.00

2

New Fee Assignment Make Payment Make Deposit Make Refund Make Adjustments **Upload** Cancel

Fees ☆

Student Information > General > Fees

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
HS Graduation

Related Tools ^

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

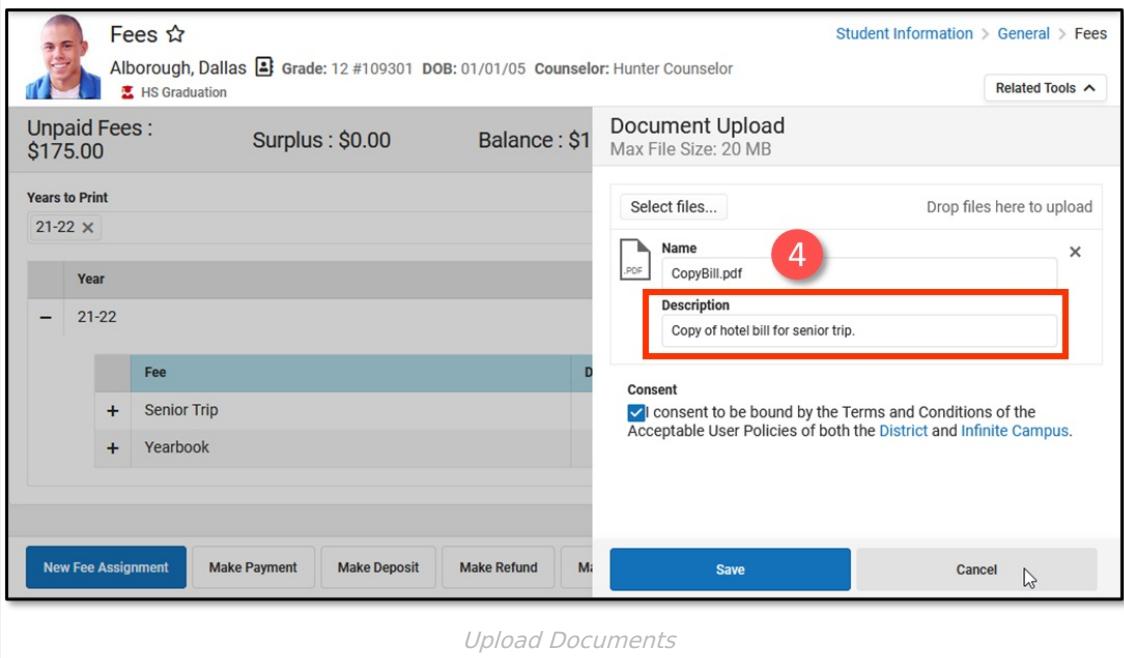
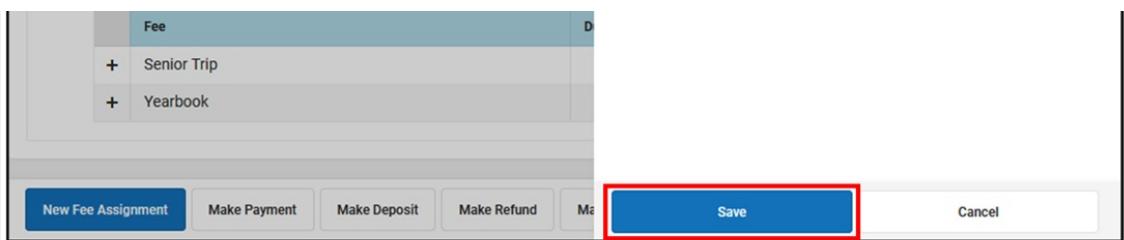
Year	Balance
21-22	175.00

3

Document Upload
Max File Size: 20 MB

Select files... Drop files here to upload

Consent
 I consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the District and Infinite Campus.



Delete Documents

1. Click the **Delete** icon (red X) next to the attachment to remove. A confirmation message displays.
2. Click the **Delete** button. The attachment is permanently removed.

Fees ☆

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
HS Graduation

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Delete File

Are you sure you wish to delete this file?

Document List

Sort: Newest (highlighted) Oldest

- CopyBill.pdf**  Copy of hotel bill for senior trip. 07/26/2022
- DallasAlboroughFeeCalculations.xlsx**  07/26/2022

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Advance, Upload, Cancel

Delete Documents

View a Document

1. Click the document name.
2. Depending on the browser settings, the document may open immediately.

Fees ☆

Alborough, Dallas  Grade: 12 #109301 DOB: 01/01/05 Counselor: Hunter Counselor
HS Graduation

Unpaid Fees : \$175.00 Surplus : \$0.00 Balance : \$175.00

Years to Print: 21-22

Document List

Sort: Newest (highlighted) Oldest

- CopyBill.pdf**  Copy of hotel bill for senior trip. 07/26/2022
- DallasAlboroughFeeCalculations.xlsx**  07/26/2022

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Make Advance, Upload, Cancel

View Documents