

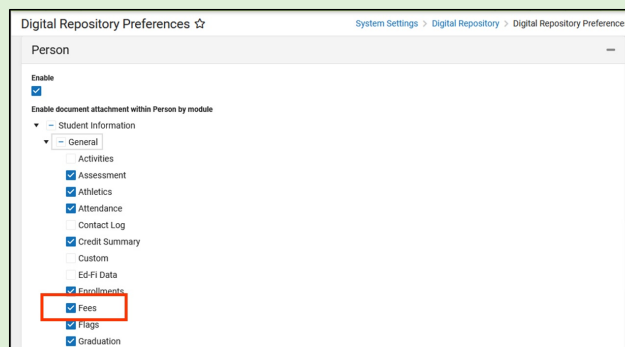
Manage Fee Documents

Last Modified on 05/07/2025 12:42 pm CDT

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.



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 x

Year	Balance
- 21-22	175.00

Fee	Due Date	Balance
+ Senior Trip		100.00
+ Yearbook		75.00

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Make Adjustments

Documents

Print


Documents Button

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 Related Tools ^

HS Graduation

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

Years to Print
21-22 x


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 Related Tools ^

HS Graduation

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

Years to Print
21-22 x


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 Related Tools ^

HS Graduation

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

Years to Print
21-22 x

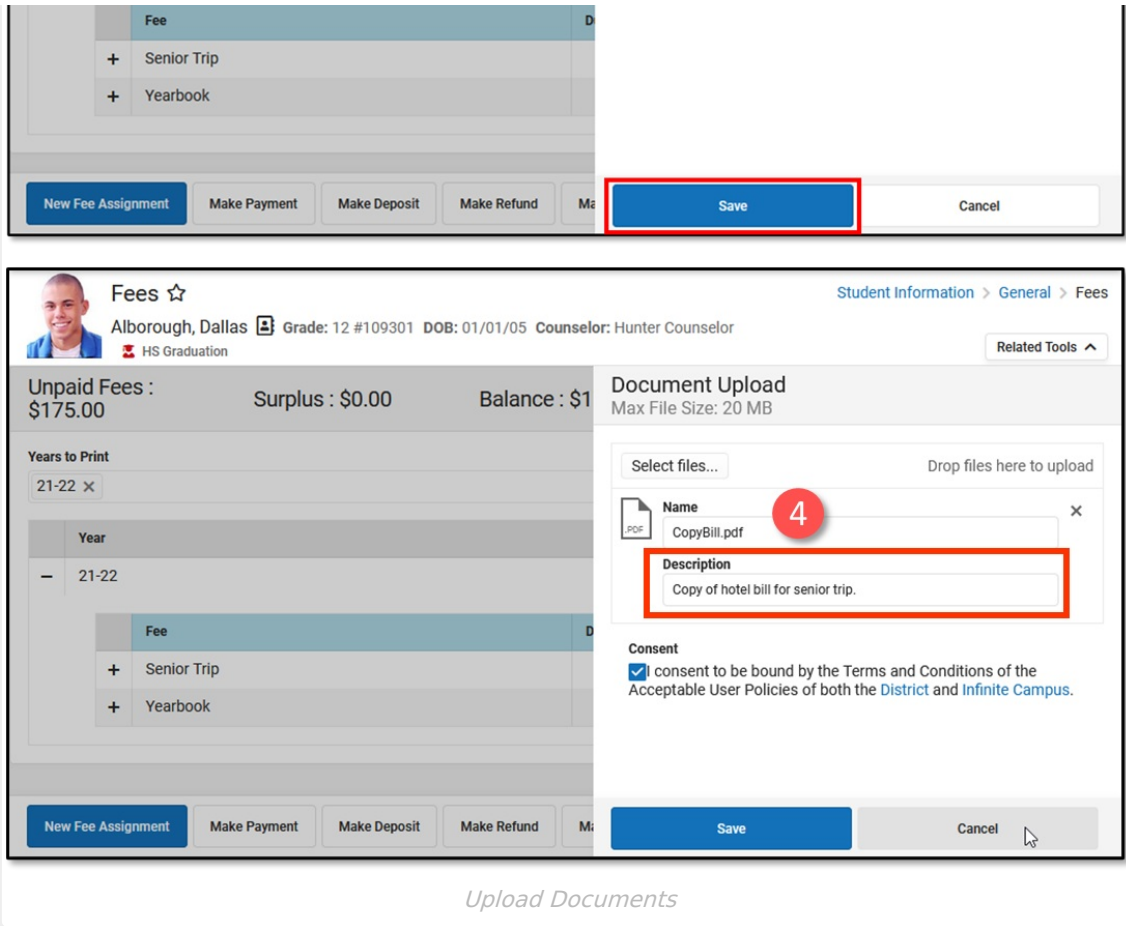
Year	Balance
- 21-22	175.00

3


[Select files...](#)

Drop files here to upload

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



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

Year	Fee	Description
21-22	Senior Trip	
21-22	Yearbook	

Document Upload
Max File Size: 20 MB

Select files... Drop files here to upload

Name	Description
CopyBill.pdf	Copy of hotel bill for senior trip.


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

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund, Save, Cancel


Upload Documents


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

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

[Related Tools](#) ^

Unpaid Fees :
\$175.00

Surplus : \$0.00

Balance : \$1

Years to Print
21-22 x

Delete File
 ×

Are you sure you wish to delete this file?

Cancel Delete

+

Yearbook

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Ma

Upload

Cancel

Document List

Sort

Newest
 Oldest

×

CopyBill.pdf

Copy of hotel bill for senior trip.

07/26/2022 >

×


DallasAlboroughFeeCalculations.xlsx

07/26/2022 >


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

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

[Related Tools](#) ^

Unpaid Fees :
\$175.00

Surplus : \$0.00

Balance : \$1

Years to Print
21-22 x

Year

21-22

Fee

Senior Trip

Yearbook

New Fee Assignment

Make Payment

Make Deposit

Make Refund

Ma

Upload

Cancel

Document List

Sort

Newest
 Oldest

×

CopyBill.pdf

Copy of hotel bill for senior trip.

07/26/2022 >

×

DallasAlboroughFeeCalculations.xlsx

07/26/2022 >

View Documents