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Financial Ineligibility Notice

2019-20 School Year

Dear Parent/Guardian,

This letter offers important information regarding your child’s participation in an extracurricular activity which includes athletics.

In accordance with board policy 4:140 *Student Fees*, students whose fees are not paid in full or who are not current on their district-approved payment plan, may be restricted from participating in extracurricular and athletic activities until fees are paid in full or a payment plan is current. Participants, whose fees are not current, **cannot dress for contests** until fees are paid in full or a payment plan is current. However, students remain eligible to practice.

Our records indicate that your child has a past due balance of $\_\_\_\_\_\_\_\_ and has become ineligible for extracurricular activities such as \_\_\_\_\_\_\_\_\_\_based upon this fee balance**.** Parents in need of financial support may elect to complete an income-based fee waiver that can be found on the district website, [www.sd308.org](http://www.sd308.org/Parents/Fee) under the Parents’ Tab. Payment plans can also be set up through the Business Office by calling (630) 636-4672.

To see your child’s outstanding balance, please sign on to your PushCoin account. Directions for establishing a PushCoin account are included at the end of this letter. Fees due can be paid directly through PushCoin. If you do not have access to PushCoin, you may make payments at your student’s school or the district office.

If you have any questions, please contact your school’s secretary or your extracurricular activity sponsor.

**CREATE A PUSHCOIN ACCOUNT**

1. Go to [**www.pushcoin.com**](http://www.pushcoin.com/). Use the latest internet browsers as they are the most secure.

2. Sign up as a parent or guardian. Either click on **I don't have an account** and fill out the form **or** use an accelerated sign-up by clicking on the Facebook, Gmail, LinkedIn or Hotmail links.

3. Add your student to your PushCoin account by clicking **Add User**. Enter the student’s unique PushCoin Registration Code or use the **Find a student** function and enter the required fields.

4. Information about the student should appear on the screen. Verify the information is correct and click **Confirm**.

**PAYING FOR SCHOOL FEES**

When school fees appear on your child’s account you will see a red negative balance under **Fees Balance**. You can review the assigned fees under **School Fees** tab.

If you are using a credit or debit card to pay for school fees or add funds to your student's wallet, you will need to enter the CVV number that's on the back of the card.

**FUNDING**

Set up your payment method (Debit/Credit Card or eCheck) by clicking on **Accounts** and then click on **Add Account.**

**PushCoin does NOT accept American Express.**

To add funds to your student wallet/lunch account, click **Users** and **Fund Wallet**.

If you have questions about your PushCoin account, you can contact your school or the PushCoin assistance line by phone at (630) 636-4672 or by email at pushcoinsupport@sd308.org.