

# PS Parent Portal Payments

To make payments or purchases online, visit [PowerSchool Parent Portal](#) and choose **Payments** from the left hand menu. *See below for additional information regarding Prom tickets.*

## Navigation



TESS Health



TESS Forms



Grade History



Class Registration



Payments

Click **Make a Payment** to open the T/E online payment site, [tesd.revtrak.net](http://tesd.revtrak.net).

Make a Payment

Fee Notes	Course	Amount	Discount	Paid	Balance Due
		\$85.00	\$0.00	\$0.00	\$85.00
Totals:		\$85.00	\$0.00	\$0.00	\$85.00

*Note: To make payments for multiple students, click their **Make a Payment** button in this portal and their items will be added to your cart.*

In RevTrak, click **Add to Cart** next to payments you wish to make. You may choose to make a full or partial payment.

#PS01

Senior Prom

\$85.00

ADD TO CART

Senior Prom

CHECKOUT

When ready, click **Checkout** in your cart.

Create a new RevTrak account or log in with your existing one. *Note: RevTrak accounts are not managed by T/E. Passwords can be reset by clicking the "Forgot password?" link within RevTrak.*

You may choose to pay by Credit Card or eCheck, then proceed with the prompts to finalize the payment.

Once the payment is complete, you will receive a receipt in your email inbox.

Payments will show as complete on this page after the payment finishes processing.

Please reach out to [familyhelpdesk@tesd.net](mailto:familyhelpdesk@tesd.net) if you have any questions.

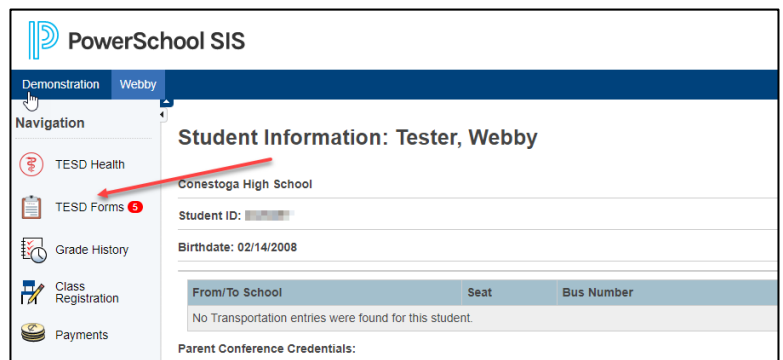
## Prom Tickets

**IMPORTANT:** Two items must be completed before a prom ticket can be purchased.

- ✓ **CHS Form:** The CHS Prom form containing information, rules and guidelines **MUST** be completed by the student with the parent.
- ✓ **Outstanding Fees:** All outstanding course or activity fees, unreturned text/library books, etc. **MUST** be cleared. Outstanding fees can be processed online or by following up with Conestoga's business office.

1. To submit the CHS Form, STUDENTS OR PARENTS will visit [PowerSchool Parent Portal](#) and log in with their student or parent account.

Click **TESD Forms** in the left menu. Scroll to click on **CHS Prom** found in the **CHS Events** area. Complete the form and click **Submit**.



2. To purchase a prom ticket, PARENTS will visit [PowerSchool Parent Portal](#) and log in with their parent account. Click **Payments** in the left menu. If the CHS Form has been submitted AND outstanding payments have been processed, the Prom fee item should appear under the Fees area.

Please Note: If the Student Balance is anything greater than \$0, those charges must be paid BEFORE the Senior Prom Ticket charge will be seen in the Fees area.

Once the Prom fee appears, click **Make a Payment**.

Proceed with adding the **Prom Ticket** item to the cart and checkout to place the order.

