

ACE Fee Payment & Cafeteria Payments

The \$300 ACE Fee will be paid through Skyward, the district's student management program, which will allow parents and coaches to view their payments throughout the year. ACE fees are billed once a student has been selected for a team and are due at the beginning of the season. Parents will be able to make payments after fall teams have been selected. Parents of student athletes participating in sports that begin later in the school year will not be able to pay until those rosters have been set.

The \$300 fee (a transaction fee may apply) may be paid online either by e-check or by credit card (Visa or MasterCard). You may also pay with a personal check made payable to HPISD ACE Fee and drop off to the Athletic Office in the stadium or to coaches during the parent team meetings.

If you are making your payment online and would like to make a cafeteria payment at the same time, you may do so on the "make payment" screen. Cafeteria accounts for students in grades K-12 will be managed through E-funds for Schools, and will be available to parents through Skyward.

Here's a step-by-step guide:

1. Go to your campus website or the district website.
2. Click on the Skyward link under the "Parents" tab.
3. Sign in using your Skyward username and password.
4. Select the name of your student who is participating in athletics (under the student menu).
5. Click on fee management under the general information section (left side of screen).
6. You should see the ACE fee line item. If you have completed Back to School Sign Up, you will also see a list of all the purchases you made and the ACE fee will appear at the end of the list with a balance due. If you do not see the athletic fee, your sport's roster has not yet been entered into the system.
7. Click on "Make Online Payment" in the upper right corner.
8. You will be linked to the E-funds for Schools site.
9. Log in using your Parent Skyward username and password.
10. Click on make a payment (under Payment Options on the left).
11. Click on "Add" next to the Athletic Fee to make payments.
12. If you would like to make cafeteria payments, you may do so at this time by clicking on the name(s) of the student(s) (tabs at top), entering the dollar amount and clicking "Add".

Please note that ACE fees only apply to students in grades 7-12. Although all your students' names will appear in the drop-down menu, you do not need to pay ACE fees for students in grades K-6.

Families with special financial circumstances should discuss payment options or the possibility of a waiver with their student's coach prior to the start of the school year. Families can be assured of confidentiality regarding payment arrangements. All efforts will be made to ensure that students who wish to participate in athletics are given the opportunity.

Thank you for supporting Highland Park ISD's tradition of excellence. If you have questions regarding the payment process, please contact the Back to School Sign Up help desk at 214-780-4040. Help email address is myhponline@hpsid.org. If you have questions regarding ACE Fees, contact the Athletic Department at 214-780-3031.