

Pleasantdale School District 107

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At the January 2017 Board of Education meeting, the Board approved technology fees to be levied for students in Kindergarten, first, third, fourth, fifth and sixth grades. In May 2017 the student registration process opened which included the ability for parents to pay fees either online or at any school office.

In an effort to collect fees, the administration created a video to help parents understand the rationale for the fee and video tutorials that assisted parents in the payment process of fees. Families that had not paid fees as of August 1 received emails, phone calls, and letters that were delivered US mail. These communications outlined the urgency to pay as well as provided families the opportunity to set up a payment a plan with our business office. Families that receive assistance through free or reduced lunch fees also received a discounted fee rate. The business office honored any requests for payment plans that were received. Currently we have three families that have set up payment plans to cover their technology fees.

At sixth grade, families had the option to either buy their child's device (\$180/year) rent a device from the district (\$140/year), or bring a device that meets certain technical specifications (\$50/year). The table below shows the device procurement choices made by our sixth grade students.

Procurement Selection	Number of Students
Buy	45
Rent	29
Bring	8

As of the writing of this report, 100% of our families have either paid the technology fee or contacted the business office to make arrangements for payment. The business office is to be commended for their hard work and tenacity in working with parents to have these fees paid or have payment plans set up.

After having implemented these fees and fee collection, we have learned ways to streamline our collection process. Some of the changes we are contemplating include opening the payment portal earlier in the year, offering an "early bird" discount, waiving online payment charges, and changing the name of the fees from *Technology Fees* to *Registration Fees*. Additionally, we would recommend streamlining the payment options for families. It is our hope that these changes will ease the burden placed on our business office as well as be more convenient for parents. These options and recommendations will be further discussed at the December Board of Education meeting when student fees are considered.