

September, 2011

Dear Band and Orchestra Parents,

You are receiving this notice because your son or daughter is renting a band or orchestra instrument from the Edina Public Schools this year. New to the Edina Schools is an online payment method (FeePay) which will allow you to make your payments online.

FeePay will be activated on October 1. During the month of October, each parent must go online to make your instrument rental payment.

Here are the steps for paying the instrument rental fee in FeePay:

- 1) Log in to SchoolView: <http://asp.ties.k12.mn.us/schoolview/?dst=273>
Links to SchoolView are available on all school websites.
- 2) Select a student
- 3) Click FeePay (in the menu bar or on the page)
- 4) Click Account Summary
- 5) Check the Pay box for the rental fee
- 6) Click Continue to Checkout
- 7) Enter the payment information, then click Process Transaction

Thank you for your prompt cooperation, and best wishes to your child in his/her musical endeavors.

Sincerely,

Jenni Norlin-Weaver, Ed.D.
Director, Teaching & Learning