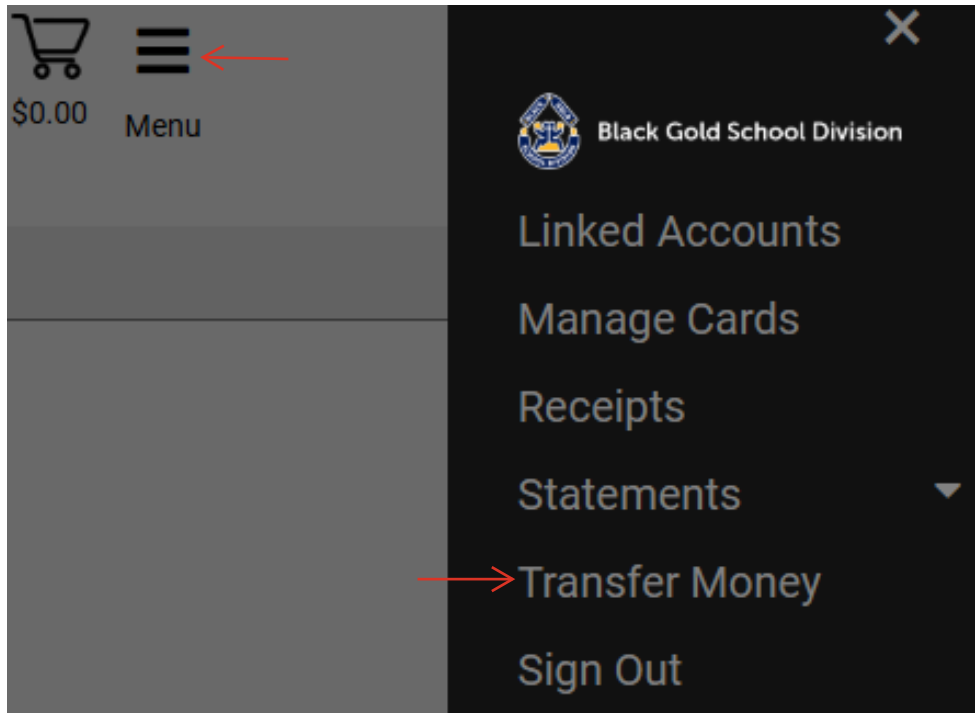


TRANSFERRING OVERPAYMENTS BETWEEN SCHOOLS

Log into your PowerSchool Parent Portal; [Parent Portal Account](#),

Go to Forms and Fees.

Click on Menu (top right corner) and select Transfer Money.



Then transfer from "School where the overpayment currently is" to ESBCHS, the \$ amount and put a comment in ie: "to pay for school fees".

A screenshot of the "Transfer Money" form in the PowerSchool Parent Portal. The form is titled "Transfer Money" and has a close button (X) in the top right corner. It contains the following fields:

- "Transfer From:" with a dropdown menu showing "Select Fee".
- "Transfer To:" with a dropdown menu showing "Select Fee".
- "Transfer Amount:" with a text input field.
- "Comment:" with a text input field.

At the bottom, there are two buttons: "Cancel" (light blue) and "OK" (dark blue). Below the buttons, there is a note: "• If you are unable to transfer money between accounts, please contact your school/district."