

## Important!

### How to check your Fines and Fees

#### WHERE TO PAY FINES & FEES

Library books & fees - Library

All other Fines & Fees – Pay online through parent's SKYWARD account. It is listed in their FEE MANAGEMENT section. Or you can make payment through the campus bookkeeper.

The POD secretaries can also check to see if you have fines & fees but do not take payments.

## Skyward Fines & Fees

1. Have parent log into their parent's SKYWARD account.
2. Click on FEE MANAGEMENT (located at the left of the screen)
3. Click on MAKE A PAYMENT
4. Once payment is made have your parent's print receipt showing you are cleared of Skyward fines & fees
5. Bring with you to purchase Prom ticket.

## Library Fines & Fees

1. Log in to the SSO Portal.
2. Click on Library Resources.
3. Click on Destiny Catalogue – CSHS.
4. Log in.
5. Click on "My Stuff"
6. Click on Fines.  
You should see "You currently have no fines". Print this page.  
MAKE SURE YOUR NAME IS DISPLAYED IN THE UPPER RIGHT-HAND CORNER.

The library will give you a receipt showing you are clear.  
You must bring that when purchasing your prom ticket.

If you have any questions, please see Ms. Huerta in the 2300/2400 pod or email [ahuerta@ccisd.net](mailto:ahuerta@ccisd.net).

To purchase prom tickets, you ***must be cleared of all your Skyward and Library fees*** (directions are in the box to the left).

If you have paid any fees, you must bring a report showing you are cleared of fees and fines. It must be printed within 72 hours of purchasing your ticket. This also applies to your guest if they are a CSHS student.

#### Prom Ticket Cost per guest:

***April 4<sup>th</sup> – 8<sup>th</sup> Early Charger Special***

\$50 - sold during all lunches in cafeteria, release periods or after school.

***April 11<sup>th</sup> – 22<sup>nd</sup> Prom Tickets***

\$70 - during lunches only.

***April 25<sup>th</sup> – 29<sup>th</sup> Last minute tickets***

\$80 - during lunches only.

**\*\* Payment in cash, check or money order made out to CSHS Class of 2022. \*\***

**To purchase tickets, have a hard copy the following before you get in line:**

1. Fines and fees printout showing you are clear of fines/fees.
  - If your guest attends CSHS, you will need to bring their printout that shows they are cleared of fines and fees as well.
2. Signed CSHS Prom Rules and Regulations forms for student and guest.
3. Completed CSHS Prom Guest Permission slip if student's guest doesn't attend CSHS.