

**West Lafayette Intermediate School**  
**Book Fees/Payment Options**  
**2019/2020**

Parent/Guardian:

WLCSC uses a student data system called Skyward. During the registration process, you will create a Skyward account. You will then receive an email to login into Skyward. You may change the password.

Please keep your username and password in a safe place. These will be the same for your child their *entire* time in WL schools. The login is assigned by the software and CANNOT be changed.

**2019/2020 Textbook Rental: 4th Grade \$110; 5th Grade \$150; 6th Grade \$125**

**Cash or Check:** Checks made payable to WLCSC for textbooks. Checks for lunch money payable to WLIS. If you are sending a check with your child, please *print* the student name on the memo line. You may also mail checks to the school; 1838 N. Salisbury St. West Lafayette, 47906.

**Credit Card:** You may pay using your credit card by logging into the Skyward parent access. Credit card payments CANNOT be made at the school or over the phone; only by logging into your Skyward account. When you login, you will be able to access the textbook rental charge sheet to see the balance owed. Once you have made a payment using your credit card, you will be emailed a receipt. Payments made before 10:00 PM will be applied to your students account by 8:00AM the next day.

The bank will charge our school corporation a fee for processing. In order to help offset this fee, there will be a \$1.00 convenience fee for *each* transaction. Each student and each payment (textbook rental and lunch) is considered to be a transaction. Example: You have 2 children and want to pay their textbook rental and add money to each lunch account, this would be 4 transactions.

**Installment Plan (Textbook Rental ONLY)** This option allows you to spread out the textbook rental payments over a 3 month period (October-December). If you plan to use the installment plan, please *pay the textbook rental by the end of first semester.*

**STATE ASSISTANCE** The application for Free or Reduced meals and Textbook Assistance will be available as part of registration or forms are available on the website and in the school office. Only one application per family; if you have children in other buildings, you only need to apply at one. If your income or family size changes during the school year, you must submit a new application. If you would like to apply, please complete the application online. Applications are processed by the Food Service Department. You will receive the status of your application by letter. REMINDER: The state only reimburses for a *portion* of the textbooks and consumables. The state does **not** reimburse the school corporation for the full amount of the textbook rental. You will receive a notice usually by early March that will show the amount of the unpaid portion. Parents are responsible for this amount.