

How to Assign Fees

Some fees may need to be specifically assigned to certain students or groups of students. The Assignments tab within a fee will allow an administrator to select who needs to pay a fee. When fees are assigned, guardians with that student added to their LINQ Connect account will receive an email of a newly assigned fee and will see it highlighted on their LINQ Connect dashboard.

- 1. Navigate to the Assignment tab. There are a few different ways to assign fees from here.
- a. To add students individually, select Individuals. Then either filter by the available options (grade, fee payment status, building, or homeroom) or enter students by searching their name under Add Student

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b. Students may also be added from pre-created groups. Use the Fee Groups tab to first create the group before assigning it. Fee groups might be used to designate students who are in a particular club, sports team, or specialized course. Fee Groups are best used when a set of students are often all assigned the same fee.

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