



# Parent Communication Kit

**As your district begins using the RevTrak Web Store, we recommend notifying your students' families about the Web Store. We're providing these resources to use in emails, letters, and presentations informing your school community about all the benefits of making their payments online.**

Please edit the templates as you need to fit your district's use of the Web Store. By informing families about the Web Store early in the school year, you will promote adoption and make payments easy for families.

Thank you,  
The RevTrak Web Store Team

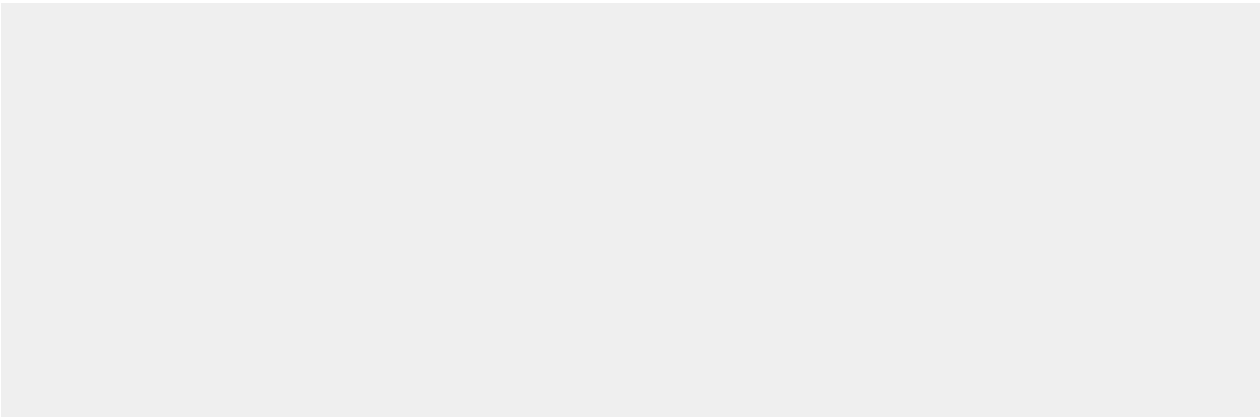
# Email template

## Sample subject lines:

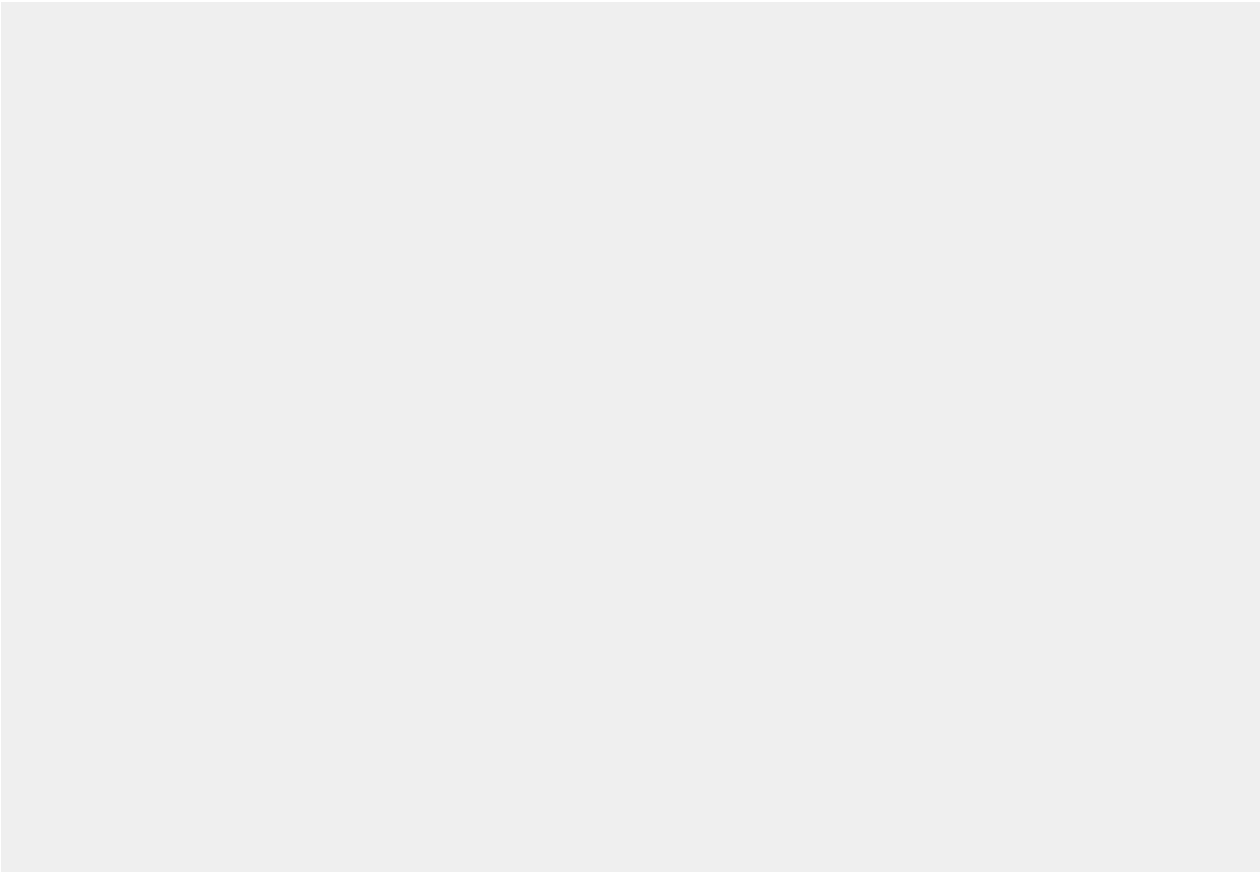
[Empty area for sample subject lines]

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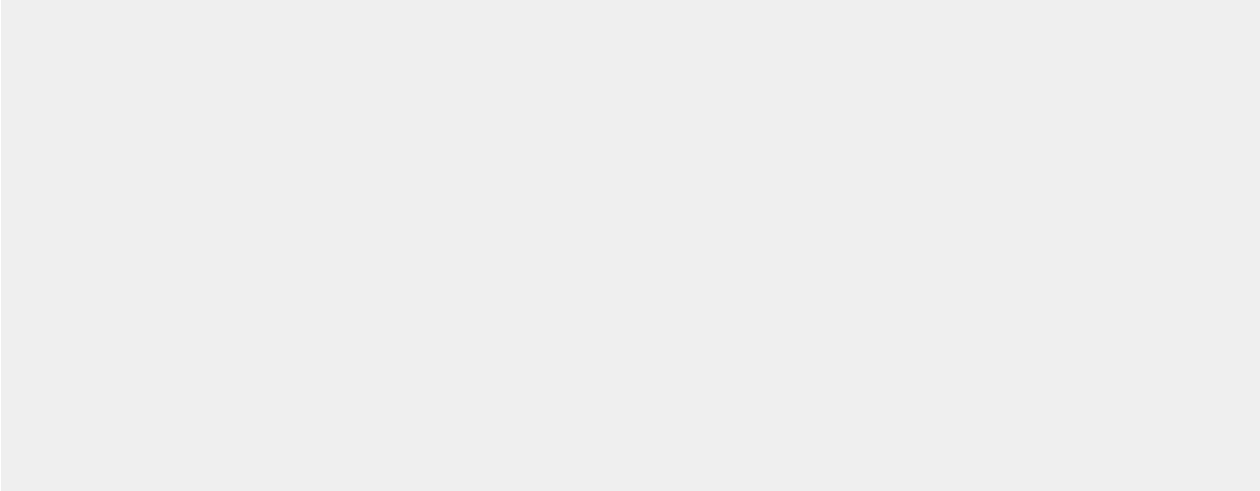
# Newsletter/bulletin paragraph



# PowerPoint copy for parent presentations




# PowerPoint copy for parent presentations (continued)



**We Use RevTrak for School Fees!**

Our online RevTrak Web Store means you can pay all school fees online. Even from the couch in your pajamas. The Web Store makes payments easy for you — and it saves our staff time!



Vanco's RevTrak Web Store makes paying school fees easier than ever. More than 1,200 districts use the Web Store to accept payments online — including our district. Our Web Store streamlines your payments, and it saves our hardworking staff lots of time.

The Web Store allows you to make any school fee payment online from any desktop or mobile device — no matter where you are or when you want to pay. This school year, you won't have to send cash or checks with your students to pay for fees. It's all on our Web Store and accessible any time. When you pay online, you'll receive an automated receipt via email for your records. You can also check your payment history in the Web Store, so you never lose track of what you've paid.

**3 Easy Steps to Get Started**

1. Go to our district's RevTrak Web Store and click "Log in." [Enter your web store URL here](#)
2. Select "Create New Account." Enter your information and follow onscreen instructions to complete setting up your account. Or, if you already have an account, log in using your username and password.
3. Once you are logged in to your account, browse our Web Store and purchase or pay fees for your students. Add and store a method of payment during this step to make checkout easy for future payments.

Payments this school year are going to be easier with our Web Store. We encourage all student families to use it for each school fee. It's easy, fast and you can pay from anywhere.

If you still have trouble, please contact our district office at [###-###-####](tel:###-###-####) for further assistance.

Visit <https://example.RevTrak.net> to pay fees online.



## Send-home flyer template