

# Wayne

Township Public Schools

## Community Pass Instructions

The Wayne Township School District has approved the use of the Community Pass on-line payment system as the District's primary form of payment for all student trips, fees, dues, etc. **NO cash or checks should be submitted to the school.**

If you are not able to make payments via **credit** or **debit** card (*Visa, MasterCard or Discover*) through the Community Pass system, payments can be made in person or mailed.

To make a payment by mail, please include all information for payment: family name and address, student name, grade and school, trip date, sizes, quantities, etc. and send to the **Wayne Board of Education Business Office, Attn: Community Pass Payments, 50 Nellis Drive, Wayne, NJ 07470.** Make checks payable to Wayne Board of Education.


Cash or checks made payable to Wayne Board of Education will also be accepted in person at the Business Office. If making a payment with cash at the Wayne Board of Education offices, **cash must be the exact amount due.** Change is not available at the Business Office.

*Your child is not automatically signed up for ANY activities.*

*You MUST register your child for EVERY school activity throughout the school year on Community Pass.*

*Only Tuition balances will appear under VIEW/PAY BALANCES*

### Directions for use of the Community Pass system

1. Go to [www.wayneschools.com](http://www.wayneschools.com)
2. On the new Wayne Township Public Schools Website, look for the **menu of icons on the right hand side.** Click on the **dollar sign icon** to access the **Student Activity Payment (Community Pass)** link   
**OR** go to **Families** and click on **Activities & Payments (Community Pass)**
3. Log in with your user name and password
  - A. If you are **NEW** to the Wayne School District – Click **create your account now** and follow the prompts.
  - B. If you believe you may already have an account, please contact [payments@wayneschools.com](mailto:payments@wayneschools.com) for help in retrieving your login information. **Please do not create another account.**

\*\*If you do not have/do not remember your password, email [payments@wayneschools.com](mailto:payments@wayneschools.com) and **provide your last name and mailing address.** Your account will be reset and you will receive an email with your login and password.

### To Register and Pay for a Program

1. After logging into Community Pass, click the rectangle on the left for a list of Registration Options
2. Choose the **activity**
3. **Confirm** your information - edit if needed - continue
4. **Verify** Email address - edit if needed - continue
5. **Choose student** to be registered - continue
6. **Confirm** SCHOOL and GRADE are correctly displayed - edit if needed – continue
7. **Click the box next to the activity** that you are registering for - continue
8. **Click credit card** - continue
9. **Enter credit card information**, also confirm address, etc.
10. Click **complete transaction**

Contact [payments@wayneschools.com](mailto:payments@wayneschools.com) with any questions.