

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
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 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 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 with any questions.