Online Payment - Preschool

Using the Walled Lake Family Access system you can now pay for your Preschool charges online. Each child in your family has their own schedule/calendar in Family Access and will be scheduled and paid for separately. There is no charge to Walled Lake families to use this system. It's available for quick and easy payments of your Preschool charges. To use the system follow the directions below.

Visit the district website at www.wlcbsd.org and click the Family/Student access link on the left side of the page. Here you can logon to the system or read more details about the system.

Click on the Family/Student Access link and the screen below will appear.

At the top of the screen you need to select your student by using the drop down box. If you do not see the desired student please contact Family Access at familyaccess@wlcsd.org or call 248-956-2190.

On the left side of the screen a list similar to the one pictured below will appear

Select the Fee Management option from your General Information list on the left.

A screen similar to the one below will appear.
The Fee Activity tab will list all fees for the child. To make the payment for the amount currently due click the "Make Online Payment" button.

Choose the "Pay Charge" you are paying at this time. To select an item click the corresponding "Pay Charge" box. Multiple boxes may be clicked.

Enter the Pay Amount in the box provided. The Remaining Balance will then be adjusted.

Once you have selected your charges click the "Pay with RevTrack" button.

A screen similar to the one shown will appear. Review the items and click the "Go to Checkout" button to make a payment. The screen below will appear.
If you are using RevTrak for the first time you will need to register.

You will only need to register once per family. Enter a valid email address and check the “I am a new customer” radio button.

* The next time you use RevTrak you will enter your email address, check the “I am a returning customer” radio button, and RevTrak password and click “Sign in using our secure server.”

*RevTrak Passwords are NOT retrievable by Walled Lake Schools or from the Family Access email or hotline. Please use the “Forgot your Password or email address” option on the RevTrak website to retrieve this information if misplaced.

Verify the information and enter your payment information and proceed as instructed below.

Payments can be made using a Mastercard or Visa. Enter the indicated information in the Payment Info area and click “Verify My Info.”
The final verification screen will appear. Review all information and click **"Complete Order."** The confirmation screen will appear.

Print the confirmation screen for your records. You will get a confirmation email of your payment once it has been successfully completed.

Once your payment has been successfully completed, return to Skyward Family Access program where you can view the payment as applied to the student account.

If you wish to make payments for another student, select that student and repeat the process.

**Walled Lake Schools makes no representation that the Family Access server will be available at any given time. There will be times when the server is unavailable due to upgrades, maintenance, and internet outages.**

**Family Access remains the property of Walled Lake Schools. Walled Lake Schools reserves the right to change, modify, revoke, or suspend access at any time with or without notice for any unauthorized use.**