

Palencia Elementary School
355 Palencia Village Drive
St. Augustine, Florida 32095
904.547.4010



Allen Anderson, Principal

Angela Fuller, Assistant Principal

Dear Palencia Parents,

This year we are pleased to be able to offer a new payment option. If you would like to pay for fairshare, media fines, or fieldtrips, you may now pay with a credit card. The district is now accepting Visa, MasterCard, and Discover. There will be a convenience fee charged for using this service, and the convenience charge is not refundable if you later find the lost book.

If you would like to use this service, the directions are as follows:

- Go to www.schoolpay.com and click the square in the middle of the screen that reads, "Create Account."
- Complete a form that collects the information needed. For each child you will have to select the school and enter their child's student ID. If you do not know your child's ID number, please call Mrs. Williams at (904) 547-4017.
- If you have any problems with this process, please email school pay at support@schoolpay.com or call (888)886-9729.

It's really that easy. If you have any questions regarding this option, please contact our bookkeeper, Sallie LaBello at (904) 547-4013.

Thank you,

Allen Anderson
Principal