

Instructions to check for outstanding fees/charges to the DCPS student account.

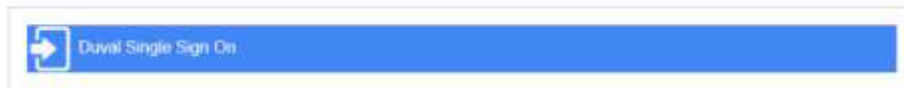
All students should be aware of any fines they have incurred over the time spent in a DCPS school so that when it comes to graduating, your process is expedited. Students can check their status by following the instructions below.

These instructions are best if you are **SIGNED ON TO A DCPS Computer** that has the ability for single sign in processes.

1. Log onto a DCPS computer
2. Go to the website → <https://duval.follettdestiny.com>
3. Look in the top right-hand corner to find the link to Log In and click it
4. Click Duval Single Sign On



Log in using your account with



5. It may ask you for your Microsoft log in username, if so, you will need to use your student email address: s#####@students.duvalschools.org (#=your student number)



Sandalwood HS 237

1. Click LOG IN



Log in using your account with



OR

Log in using your Destiny account

User Name:

Password:

3. See note below



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NOTE: On the next screen you may have to input your STUDENT email. It is s#####@students.duvalschools.org s followed by your student number.

6. Click on MY INFO to find if you have any fees needing to be paid before you graduate

The screenshot shows the library website for Sandalwood HS 237. The navigation bar includes 'Home', 'Catalog', and 'My Info' (highlighted with a red box and a red arrow). A 'Log Out' button is visible on the right. The main content area is titled 'Items Out' and contains three sections: 'Library Materials' (no items checked out), 'Fines' (two fees listed), and 'Holds' (no holds). A sidebar on the left shows 'Patron Status' and 'Resource Lists' with options for 'Français' and 'Español'.

Due Date	Resource Name	Price	Home Location	Checked Out
5/29/2020	1984 HOLT (Item: 40000003450675)	\$15.35		10/14/2019

Reason	Amount
Art Fee	\$10.00
FL COLLECTIONS 10 2017 HMH (Item: 43268000322018)	\$67.30

7. Anything owed to another school needs to be cleared by that school. For example, if you owe Landmark Middle a textbook, bring the textbook to Landmark. Only the school that places the debt on this program can clear the debt.

8. Outstanding balances to Sandalwood can be paid to Sandalwood.