

# West Oaks Student Polo Shirt Order Form

Youth Sizes: \$15.00    Adult Sizes: \$20.00

Shirt is 50% Cotton and 50% Poly Blend – Jersey Knit



This school year we will be using school pay. Shirts will be ordered once we have completed an order of 25 or more which may delay delivery of goods. There is also an average .43 cent convenience fee for this service. As always, please do not hesitate to contact Ms. Quintana at ext. 4052223 if you have any questions prior to making your purchase. (Bottoms not included, but dark colors and/or khaki is suggested). We are looking forward to an amazing school year! **SchoolPay Information Below:**

To register for school pay go to: [www.schoolpay.com](http://www.schoolpay.com) (You will need the student ID and card payment information)

Step 1: Click “Find My Account” or Create an Account if you do not have an existing account

Step 2: Enter your email address and any other requested information as applicable. If email is in the system, a link will be sent to your email. If email is not in the system, you will be guided through creating an account.

Step 3: Select Public School as your student’s school type in Orange County Public Schools.

Step 4: Enter school district information accordingly. (West Oaks Elementary, Student ID number and Last Name).

Step 5: Click enter and check the “ I’m not a robot” box on the bottom right corner and continue.

Step 6: Set your password. **You will be sent a random password to the email address given to complete this process.**

Step 7: Click the “add to cart” button in the top right hand corner. Enter information requested as needed.

Step 8: Check to make sure that all boxes have been filled and select checkout. (Green button on the bottom right corner)

Step 9: To pay for the shirts you must select the green billing button, enter the information requested. Click Finish to process your order.

Step 10: Print receipt for your records. Orders will be sent to the school and you will be contacted once they have been received.

WOE 2023 S.W.A.G.  
(Students With Amazing Gifts)