

# Nova Classical Academy

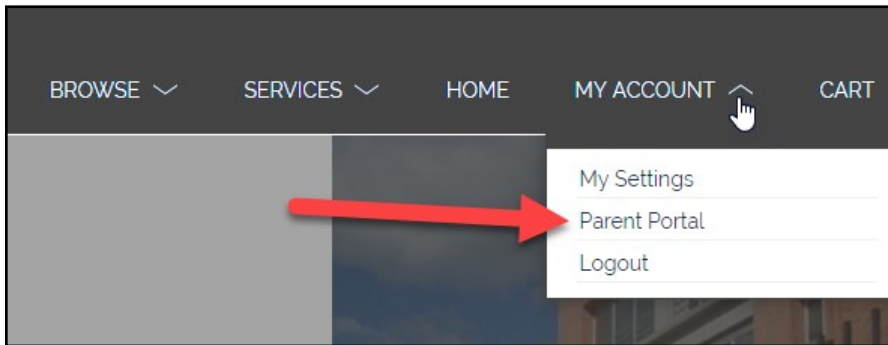
## Pulling Tax Statements in the Parent Portal



NOVA CLASSICAL ACADEMY

Access your current or previous year's tax statements by visiting: <https://novaclassical.RevTrak.net>

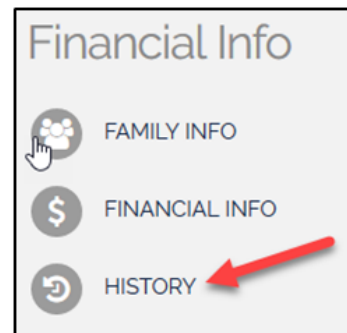
### Login to Existing RevTrak Account



- ◆ **Login** using your Email Address and Password
- ◆ Select **My Account**\* from the top navigation bar.
- ◆ Select the **Parent Portal**.

\*NOTE: When using a mobile device, select the  icon to access the **Parent Portal** link in the drop-down.

- ◆ Select **HISTORY** from the left-hand menu to access all past invoices and tax statements available within your account.



### Select the Desired Year's Tax Statement

- ◆ Click on the link for the tax statement you wish to view/print. For your convenience, this statement can be accessed at any time. This statement will list all payments for the members of your account in one statement.

Invoice History				Reports
Name	Invoice	Date	Amount	
Joseph Lopez	371458-14245171	11/18/2020	\$0.00	• <a href="#">2022 Tax Statement</a>
Ariel Lopez	371458-14245129	11/18/2020	\$0.00	• <a href="#">2021 Tax Statement</a>
Alana Lopez	395291-14372176	06/11/2021	\$0.00	• <a href="#">2020 Tax Statement</a>
Alana Lopez	375365-14372141	12/31/2020	\$25.00	• <a href="#">2019 Tax Statement</a>
Joseph Lopez	396493-15153919	07/23/2021	\$22.00	• <a href="#">2018 Tax Statement</a>
Alana Lopez	396749-14372141	08/13/2021	\$50.00	