

Print or Email Individual Statements / Invoices

Last Modified on 12/02/2021 3:22 pm EST

To print or email a single statement for a specific family/account, click the **Statement** button in the family's record. Click either Printed Statement (PDF) or Email Statement in the *Pick Statement Type* pop-up box.

The family name will be pre-filled with either option.

- If you clicked **Printed Statement (PDF)**, follow Steps 3-5 in the [Print Multiple Statements/Invoices](#) article. If you want to select one or more students in a family, check off **Print Statement by Student(s)** and select the students from the drop-down list.
 - If you clicked **Email Statement**, follow steps 3 - 8 in the [Email Multiple Statements/Invoices](#) article. If you want to select one or more students in a family, check off **Email Statement by Student(s)** and select the students from the drop-down list.
-