EICS Parent Technology Handbook

Elk Island Catholic Schools (EICS) provides parents with a number of technological resources to assist them at all stages of their child's academic journey, from initial registration with an EICS school onwards.

This handbook provides parents with useful information for using some of the technological resources that are common across EICS schools. Individual schools may also choose to supplement this information with additional resources.

PowerSchool

PowerSchool allows parents to submit forms, pay fees, view report cards and other school documents, and do much more.

When a parent first submits a registration form for a student, it is submitted through our online registration system. Upon being accepted into the school, the parent may have had a PowerSchool account automatically created for them if they were not previously in the system. Only one account can be created for each parent email address, but that account can be attached to multiple students.
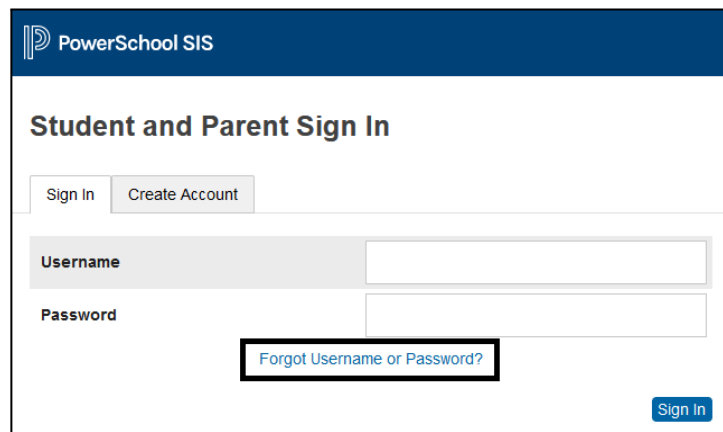
Every email address attached to a parent will eventually have a parent portal account created for it. This parent portal account is connected with our messaging platforms, enabling these emails to receive messages from their student's school or EICS.

Parents who are currently receiving emails from the school or division have an existing parent portal account. Parents who do not know their username and password can retrieve them using the steps listed in the "Logging In" section below.

Logging In

To log into PowerSchool, visit the website https://eics.powerschool.com.

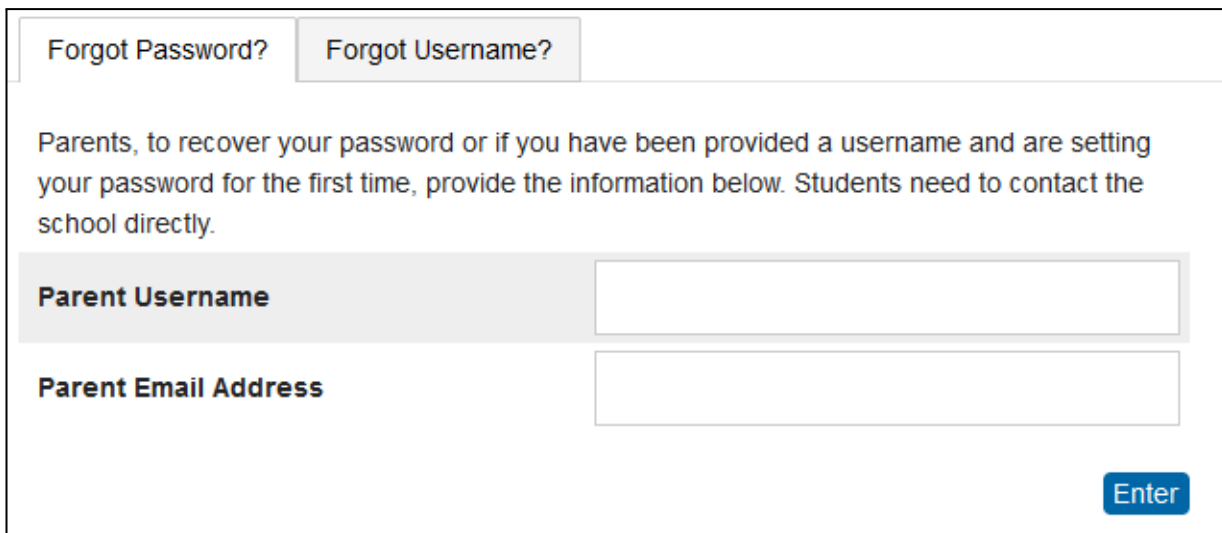Parents who do not know their username or password can retrieve them using the "Forgot Username or Password?" link below the login box:

Important things to note when requesting a password reset:
- If you do not know your username, first click on "Forgot Username" and it will send you an email containing your username.
- If you don't receive an email from the system within 10 minutes of submitting the request, please check your spam folder.
- If you still don't receive an email from the system, your email address may not have an account created. Contact any school where you have a student attending to check and/or update your account.

Forgot Password?	Forgot Username?

Parents, to recover your password or if you have been provided a username and are setting your password for the first time, provide the information below. Students need to contact the school directly.

Parent Username

Parent Email Address

Enter

Submitting Upcoming Absences

When you log into your parent portal account, a list of all the students currently attached to your account will be listed across the top of the screen.
Note: students who have graduated or otherwise left the division will not be displayed.

619138

Enter/Review Absences
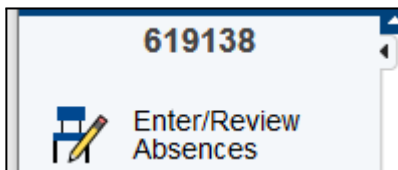
After choosing a student, the very first option on the left is the ability to enter/review upcoming absences.

When you click this link, a list of absences **entered by parent accounts** for the past 30 days will be shown. (This list does not include days when a student was absent but the absence was not entered by the parent - only absences entered through this system are displayed.)

After clicking the link, you can then choose whether to enter a single day or multi-day absence.

Parental-entered absences for the past 30 days

Enter a new single day absence	Enter a new multi day absence	
Absence Date	**Absence Code**	
09/26/2023	EXC	test
09/25/2023	FLU	test

To enter an absence, provide the appropriate information for the following questions:
- The date of the absence (or the start/end date for a multi-day absence).
- The reason for the absence (Flu-like Symptoms, Other Illness/Medical Appointment, or Parental Excused).
- The absence type (Full Day, Late Arrival, Early Departure, Leave and Return).
  - Note: If you choose a partial day absence, you will also be asked to provide an approximate arrival and/or departure time.
- A box for comments is available if you have further information you wish to share.

Single Day Absence Entry

Date of Absence
12/07/2023

Reason for Absence
Flu-like Symptoms   Illness/Medical Appointment   Parental Excused Absence

Absence Type
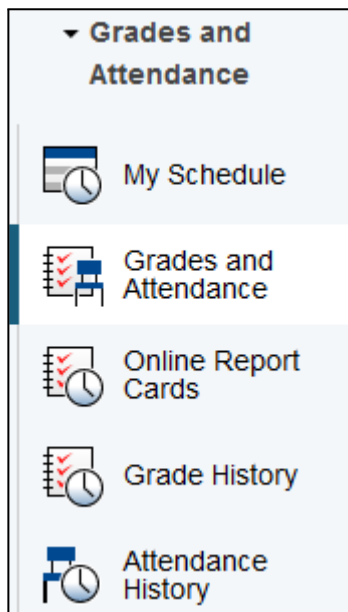Full Day   Late Arrival   Early Departure   Leave and Return
Full day absence

Absence Details
100 characters left

Submit Absence

Viewing Grades, Attendance, and Report Cards

Farther down on the left, the PowerSchool Parent Portal provides multiple functions under "Grades and Attendance".

1) Report Cards, when available, can be accessed using the "Online Report Cards" option.
2) Attendance History can be accessed using the "Attendance History" option.
3) For students in Grades 7 and up, a real-time view of current grades is available through the "Grades and Attendance" option.

Note: real-time grades are currently not available for students in Grades K-6.

Forms and Fees
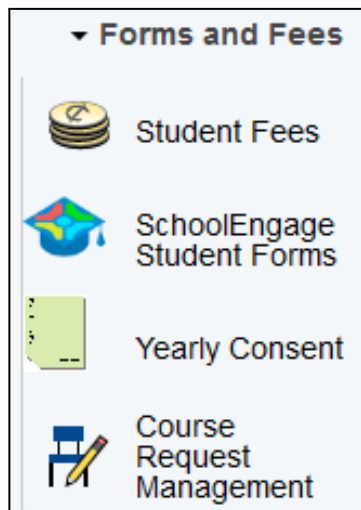
This area offers several key capabilities:
1) Fees can be paid by clicking "Student Fees".
2) A multitude of forms can be submitted through the "SchoolEngage StudentForms" link, including (but not limited to):
   a) Annual Demographic Confirmation Forms.
   b) A demographic update form (if, for example, you are moving).
   c) Medical Status Update Form.
   d) Transportation Request Form.
3) The required yearly consent agreements can be completed through the "Yearly Consent" link. This includes forms such as the Tech Usage Agreement, the FOIP Agreement, Low Risk Field trip Agreement, and other mandatory forms that are collected each year.

New in 2024-2025, the Consent Forms feature is now available from the "Tools" menu of the PowerSchool App.

Additional Resources
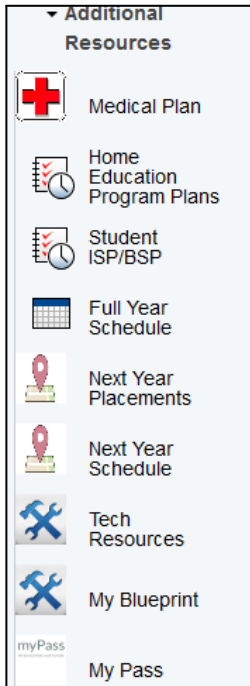
This area contains a variety of other options that are usable in certain circumstances or at certain grade levels. For example:

1) Student Medical Plans created by the school are visible here (for students with medical conditions).
2) Student ISP's and BSP's are visible here and can be signed through this tool.
3) Students in Grade 9 and above can access MyPass through the link provided here.

PowerSchool App

The PowerSchool app on iPhone and Android provides access to some website PowerSchool Parent Portal features, but in an environment that's designed specifically for smartphones.
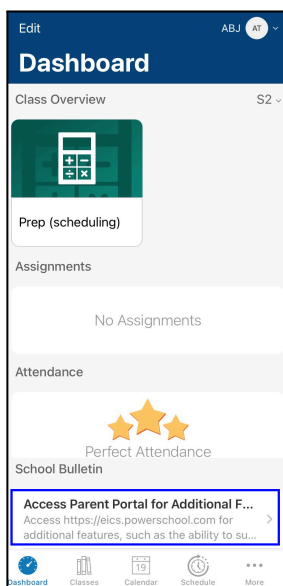
- On the app's dashboard you can view courses and a snapshot of current year attendance.
- For students in junior and senior high, you can also view assignments and current overall grades.
- Pinned to the bottom of the dashboard is a message reminding users that only a small portion of the features available on the portal are also available within the app. If you click the post, it will give you a link to log into the full version of the portal.
- On iPhone under the Tools menu, you can access the EICS Absence reporting utility. This feature is in the planning stage for Android devices.

Note: Access to pay school fees, complete forms, review report cards and other important functionality is not available via the PowerSchool app.
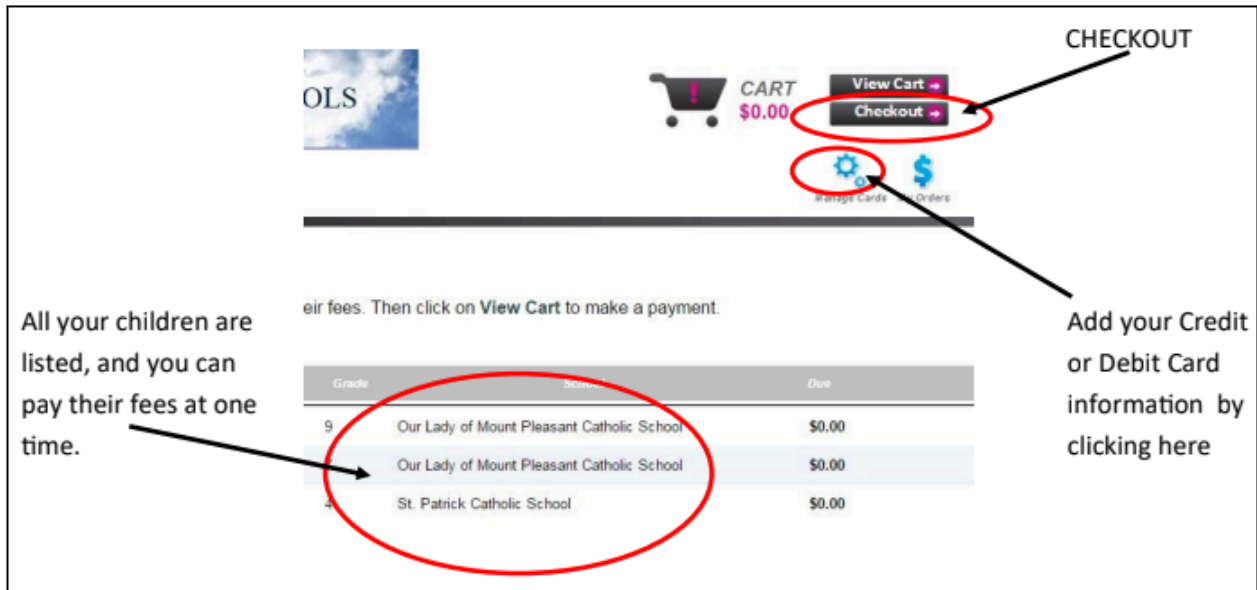
The EICS District Code for the PowerSchool App is: XZXG

Paying Fees in Rycor Student Quickpay

Paying Fees

Rycor Student Quickpay (our fee payment tool) is accessed by logging into PowerSchool and clicking on the "Student Fees" link.

Once in Rycor Student Quickpay, you'll see a screen similar to the one below listing all students attached to that account, a current summary of their balances, and options to drill down for details or check out.


When you click "Checkout", a number of different payment options are available, including Visa/Mastercard and Interac Online. It is also possible to make partial payments via the checkout screen.

Placing Orders

Some schools provide optional extras, such as occasional pizza lunches or items with a school logo.

When available at a school, these can be purchased using the following steps:

1) Select the name of the student you are ordering for.
2) Scroll down to the bottom where it says "Order Forms" and click on the relevant item.

Order Forms

Future Online Order
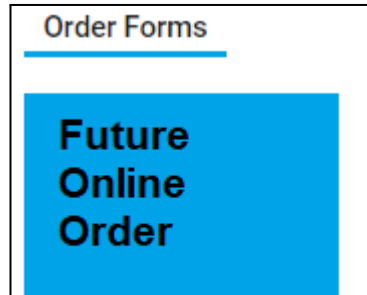
3) Complete all information required in the order form.
4) Select the items you wish to order.
5) Scroll to the bottom and click "Add to Cart".

Add to Cart

A message will appear noting that your item has been added to the cart.
6) When ready to checkout, select your cart in the top right corner.

$5.00

7) **Submit your payment** in order for the order to be processed.

Submit Payment

Payment Plans

For certain large-cost programs, it is possible to set up a payment plan. To do this, click "Payment Plan" on the checkout page:

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment or join a payment plan.

Partial Payment

Payment Plan

Add your credit card information and click continue to create your plan. Click on "Create Plan" to submit.

Select your method of payment:

You currently do not have any payment methods saved on file. To add your payment information for the plan, click here:

Manage Saved Cards

Select your payment plan:
○ Transportation Payment Plan

The following fees are eligible to be added to the selected payment plan:

Student Plan Total:	$0.00
Plan Sub Total:	$0.00
Total Payment Plan:	$0.00

Your payments will be:
Plan Payment 1	$0.00	15-Sep-2018
Plan Payment 2	$0.00	15-Oct-2018
Plan Payment 3	$0.00	15-Nov-2018
Plan Payment 4	$0.00	15-Dec-2018
Total:	$0.00	

Cancel   Create Plan

Submitting Student Forms through SchoolEngage

Registering a New Student

In SchoolEngage, you can register a new student for an EICS school by doing the following steps:

1) Click the "Add Student" link () to add a new student into SchoolEngage. Fill in their name/age info.

2) After the new student is created, they still need to be registered for a school. Click their name on the left and use the appropriate registration form to register them for the program you want.
Note: EICS offers in-person learning, online learning and Home Education support. Please ensure that you choose the correct form for your intended program.

Until you have submitted a registration form, the school cannot see the student you have created.

Data Verification/Demographic Update forms

Every year, EICS is required by Alberta Education to receive at least one updated copy of a student's demographic information. If a student is a brand-new registrant, their registration form acts as this document. For all students already attending Elk Island Catholic Schools, while we do not need a new registration each year, we do require a Data Verification form.

The Data Verification form also enables updates to student contact information throughout the year (if a student moves, changes their phone number, needs to update emergency contacts, etc.).

If you have received an email or other message from a school requesting that you fill out a Data Verification form, OR if you need to notify the school of a significant change to your child's information, please do the following:

1) Log into PowerSchool (as described above) and click "SchoolEngage Student Forms".
2) Click the graduation hat icon (or the "Students" link) on the left-hand side.
3) Click on the name of the student.
4) Click on the demographic form.
   a) If it has a red icon, it already exists and needs your attention to complete.
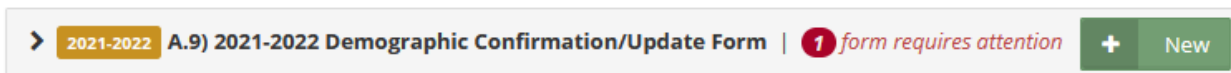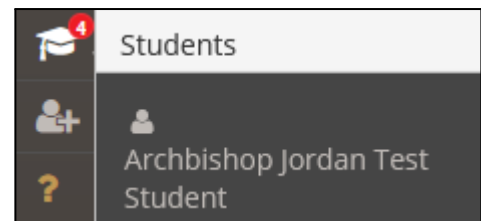
   b) If you need to create a new one, click "New".

5) Fill out the information on the form, then ensure you click "Submit" on the final page. If it went through properly, you'll receive an on-screen confirmation as well as an email confirmation.

Medical Status Update/Request for Medical Treatment

Our registration forms ask for brief information regarding any medical conditions a student may have. However, additional follow-up is required for severe conditions or conditions where prescription medication at school may be required.

If a student has a severe medical condition which requires action on the part of the school, you can submit a medical form.

Using this form you can do the following:

1) Provide extensive details regarding a student with a life-threatening condition which a school may use to form a Medical support plan.
2) Provide details regarding either:
    a) Prescription medication that the student or school needs to store on-site, or
    b) Any actions the school may need to take or assist a student with during the school day or in the event of an emergency.

This form must be submitted each year. To submit a form, do the following:

1) Log into PowerSchool (as described above) and click "SchoolEngage Student Forms".
2) Click the graduation hat icon (or the "Students" link) on the left-hand side.
3) Click the name of the relevant student in the list
4) Click "New" beside the Medical Status Update/Request for Medical Treatment form.
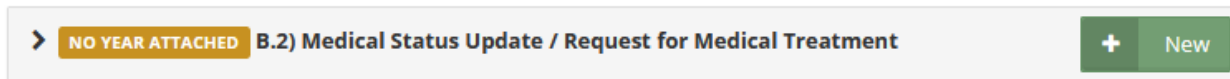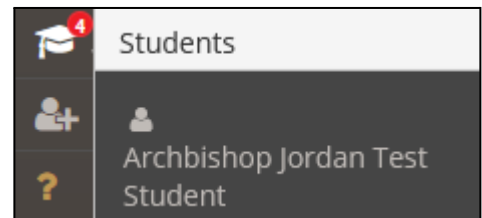
NOTE: You will need to fill out a <u>new </u>form each year to keep information and medications up to date.