



August 22, 2022

**Dear Parents and Students:**

Welcome to WJ Mouat Secondary. I am sure you are excited about starting a new “normal” school year and dealing with feelings of anxiety and anticipation. On behalf of the entire staff, I am happy to welcome everyone back to WJ Mouat Secondary School. We are looking forward to September 6, 2022, and the official start of another year. I want to assure you that we are continuously working to create a safe environment for your return. Please read the enclosed information closely.

I would like to send a special welcome to our new Grade 9 students, the class of 2026. Our school has much to offer and we are excited to have you join our family. We know that you will add to our traditions of excellence and Hawk Nation.

I would like to also recognize this year’s incoming Grade 12 students, our graduating class of 2023. This will be a very special and important year for our senior students. As the graduating class, you will provide leadership, and hold our traditions in all aspects of student life. Your role as leaders within our community is a significant responsibility and directly contributes to Mouat’s outstanding level of excellence. We are confident you will meet our expectations as student leaders and we know that with hard work and dedication you will enjoy a year of success and reward while building many life-long memories.

All students are encouraged to become involved in school life and become a part of our Hawk Nation that has made Mouat an amazing place to learn and work. There are many ways to enrich your life in our community through academics, electives, extra-curriculars like clubs, and athletics.

Parents, we invite you to become an active partner in all aspects of the school. The first Parent Advisory Committee meets the third Monday of each month starting with September 19, 2022, at 7pm in our Library Learning Commons. This is wonderful opportunity for parents to become involved in the school and all parents/ guardians are highly encouraged to join us.

**Communication - How do I know what’s happening at school?**

We are hopeful that parents and students will utilize all our communication tools to stay informed about news at Mouat, and the school district. Updates are provided by the following platforms:

- <https://wjmouat.abbyschools.ca/>
  - Check out Announcements, Calendar, and News
- <https://www.abbyschools.ca/>
- <https://wjmouat.abbyschools.ca/app/> (for parents and students – it’s a mobile version of our website)
  - Download and follow along on your mobile device
- Twitter, Instagram, or Facebook - @WJMouat
- My school Day app (for students)
- News from the Nest
  - emailed every Sunday night to Parents, if you’ve included an email in your contact information and available on our website under News

**MyEDBC Portal**

Grade 10-12 students, on August 26 (that is when the program will be completely updated with this year’s information by the Ministry), please ensure that you and your parents can log in to the *MyEDBC family portal*. *Grade 9’s and their parents have not been attached to the MyED Portal. Grade 9’s you will be walked through this process in the first few weeks of school (don’t worry).*



- The portal can be accessed at: <https://myeducation.gov.bc.ca/aspen/logon.do>
- Instructions can be found at: <https://wjmouat.abbyschools.ca/parent/report-card-timetable>
  - Click the pdf at the bottom of the page or check out *Appendix 1*)
- I Forgot My Password Instructions at: <https://wjmouat.abbyschools.ca/MyED/password>
  - Click the pdf at the bottom of the page or check out *Appendix 2*)

We will no longer be using CheckMyProgress for the 2022-23 school year. The MyED BC family portal will replace CheckMyProgress and the portal will include the following information:

- Student schedules (timetable)
- School information
- Contact information (ensure your email address is correct)
- Some classroom assessment information
- Published report cards
- Class attendance information (updated at 3pm daily)
- Student course request for next year
- Teacher assignments and grades (if your teacher is using the Gradebook)



If you would like to update your contact information (address, phone, email) or you have any issues with the portal, please send an email to [sherri.draayers@abbyschools.ca](mailto:sherri.draayers@abbyschools.ca). In the subject line, please include MyEd Portal and your request (example, cannot access or update email).

If you have forgotten your account or password, check the website under announcement “Help, I Forgot My Password.” Please note students your email is always your learn34 email, then hit I forgot my password and answer your security questions – see Appendix 2 for more directions.

Grade 9 students will receive a paper copy of their timetable at our August Orientation.

### **Student Timetables**

Students must check their schedule for any errors or missing courses. If you’d like to request a change, please book an appointment using the link corresponding to your grade. There will be limited options for change as most courses are full. If you are unable to change, you will be added to the waitlist and should attend the courses on your schedule. Check out the Course change information on the website under Announcement or Calendar (a link will be provided after August 26) - <https://wjmouat.abbyschools.ca/announcement/course-change-information-0>

If you would like to request a course change, book an appointment using the online link (available in the Calendar and the Announcement portion of our website after August 25). Please note – we will not be conducting course changes during the first week of school. All course changes must be completed before September 6, 2022.

- Grade 12 course changes by appointment– August 29
- Grade 11 course changes by appointment – August 30
- Grade 10 course changes by appointment - August 31
- International and New Students Registration - September 1
- Grade 9 course change by lineup and form – September 6

### **Why didn't I get all the courses I requested?**

Your timetable was built based on our course selections in March of 2022. Where If one of your selections conflicted with another course, we used your alternates to the best of our ability to provide a replacement course. Every effort will be made to honour your request working within class size and composition requirements. An updated timetable will be available in your homeroom on the first day of school. Please look over your timetable to ensure that you have 8 courses plus any outside the timetable classes.



### Which priority is your course request?

- PRIORITY 1 - You have less than 8 courses scheduled for the year OR missing a graduation requirement OR been put into an incorrect grade level core course.
- PRIORITY 2 - You have a course in your timetable that you've already completed and received credit for OR are a grade 10/11 student who requires a course to meet post-secondary program requirements.
- PRIORITY 3 - You've changed your mind (from original request, would like to change elective, balance timetable, etc.).

Counsellors have received your summer school course completion and marks and will be making changes to your timetable on Monday, August 29, 2022. We will make every effort to adjust your timetable accordingly. Only coursecourses that are fully complete will be considered; as summer school. AVS courses which are in progress are not considered complete.

Students are assigned a counsellor and administrator based on their surname as follows:

- Ms. Thompson and Mrs. Bell – A-F
- Ms. McAleese and Mr. Gill – G-N
- Mrs. Nyberg and Mrs. Rajabally – O-Z

Please see our website for a direct link to staff emails: <https://wjmouat.abbyschools.ca/about/staff>

### **Grade 9 Orientation**

This year's grade 9 orientation will be held on Wednesday, August 31, 2022 @ 10am at W.J. Mouat Secondary. This is a great opportunity for students to get a tour of the building while meeting some of our best grade 11 and 12 students. Students can pick up their timetable at the end of the orientation. Timetables will not be available before or after the orientation, if you are unable to attend, you will receive your timetable in your Homeroom on Tuesday, September 6, 2022.

### **Connect 10-12**

Students who are new to Mouat in Grade 10-12 will have their Orientation on Thursday, September 1 from 8:30am to 9:30am. International students complete their course planning from 9:30 to noon and new registrations complete their course planning from noon to 3pm.

### **Opening Week for Students**

**Tuesday, September 6 ONLY Grade 9's will attend.** We have restructured our entire first week to better support the transition of our newest Hawks. Grade 9 students will begin in their homeroom, participate in a welcome activity, and then rotate through their schedule without the normal hustle of the schools 1050 other students. Attendance is mandatory. Please bring paper and a pen but otherwise travel light. Homeroom lists will be posted outside the main entrance and staff will be there to help you find your name on the alphabetical lists. Grade 9's please arrive by 8am. Homeroom begins at 8:10am.



### **Wednesday to Friday, September 7-9 All Students will attend.**

Students will attend their homeroom where attendance will be taken and reported to the School Board office. Failure to be in homeroom may result in your child losing their course selections as we unenroll based on homeroom attendance throughout the week. Homeroom lists will be posted outside the main entrance and staff will be there to help you find your name on the alphabetical lists.



From homeroom, students will rotate through each of their four classes. Each day we will have a BBQ for a specific grade class – listen to announcements or check the website calendar.

- Grade 9-10's arrive 8am and in-class no later than 8:15. End of School is 2.28
- Grade 11-12's arrive 8:15 and in-class no later than 8:25. End of School is 2.28.

Here is the bell schedule for this year (please note Friday block schedule rotates throughout the year):

WJ Mouat  
2022/23 Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
extended day classes (am)				
8:04 first bell				
<b>A</b> 8:10-9:30 (80 min)	<b>C</b> 8:10-9:30 (80 min)	<b>B</b> 8:10-9:30 (80 min)	<b>D</b> 8:10-9:30 (80 min)	<b>SLO or Tutorial</b> 8:10-9:30 (80 min)
<b>B</b> 9:36-10:56 (80 min)	<b>D</b> 9:36-10:56 (80 min)	<b>A</b> 9:36-10:56 (80 min)	<b>C</b> 9:36-10:56 (80 min)	<b>A</b> 9:30-10:30 (60 min)
<b>Lunch</b> 10:56-11:36(40 min)	<b>Lunch</b> 10:56-11:36(40 min)	<b>Lunch</b> 10:56-11:36(40 min)	<b>Lunch</b> 10:56-11:36(40 min)	<b>B</b> 10:36-11:36 (60 min)
<b>C</b> 11:42-1:02 (80 min)	<b>B</b> 11:42-1:02 (80 min)	<b>D</b> 11:42-1:02 (80 min)	<b>A</b> 11:42-1:02 (80 min)	<b>Lunch</b> 11:36-12:16 (40 min)
<b>D</b> 1:08-2:28 (80 min)	<b>A</b> 1:08-2:28 (80 min)	<b>C</b> 1:08-2:28 (80 min)	<b>B</b> 1:08-2:28 (80 min)	<b>C</b> 12:22-1:22 (60 min)
extended day classes (pm)				
<b>D</b> 1:28-2:28 (60 min)				

**Deeper Learning Week Schedule**

**Semester 1 - Jan. 23, 2022-Feb. 3, 2023**

**Semester 2 - June 12-23, 2023**

**Parent and Student General Information:**

**1) SLO and Tutorial Time on Friday**

**SLO**

Once again, this year, we will have SLO (Structured Learning Opportunities) days for Mouat staff. On an SLO day, staff will be participating in learning opportunities to continuously refine our teaching practices. SLO's happening on Fridays from 8:10-9:30am and there are ten (10) SLO days throughout the school year. During SLO Friday's the school is open and non-teaching staff will be available for supervision of students in our Cafeteria. Bus students will be transported at their regularly scheduled pick up times.



### **Tutorial Time**

We are excited to introduce Tutorial Time on Friday because of both parent and student request (formerly known as Flex). Tutorial time is a chance for every student to take advantage of extra time with one of their four teachers every Friday (except SLO Fridays). Tutorial time is an opportunity for students who:

- Are behind in their work OR who need to catch up on learning, assignments, or assessments (think NHI work)
- Need extra help with their learning from one of their teachers (think one on one time bonus time)
- Are excelling and are ready for additional learning or challenges



Some students will be required to attend Tutorial Time and will have been spoken to by their teachers. Attendance is not optional for students who are required to attend. Teachers also will notify families of these students by either email or phone call. For students who are up to date in their classes and who are performing well in their learning, regular classes begin at 9:30am on Friday.

Please note: every teacher will be available every Friday (except SLO) from 8:10 to 9:30 for learning support, one on one time or extending learning opportunities.

### **2) BYOD**

We are excited to begin our transition to a Bring Your Own Device (BYOD) school. Students who have a device (Chromebook, PC, MAC, or iPad) may bring their device to school. Please complete the BYOD Consent Form (see attached document *Appendix 3*) and bring your form and device to Ms. Mangat in the Library Learning Commons. Ms. Mangat will take down your devices information (computer IP address) and add you to our closed Wi-Fi system. Within 72 hours you will be able to use your device within the school and across any site within the district. Students can have one BYOD registered device only.



Parents there are several options for a BYOD device. We recommend a Chromebook as it is cost effective and works well. You can purchase new or better yet, used. We do NOT recommend an iPad (it does not interface well with apps that teachers use) or an expensive MAC book (it is too expensive for school purpose). All grade 9's will need to have a BYOD device and if you used a BYOD device in middle school, this would do just fine at Mouat. Grade 10-12 students may bring a BYOD device at their discretion and are encouraged to do so. Check out more details at: <https://wjmouat.abbschools.ca/parents/byod>

### **3) School Supplies**

As we transition to BYOD, we have kept our request for school supplies to a minimum. A simple three ring binder, some lined paper, a pen and pencil. Math teachers will have specific information on calculators.

### **4) Lockers**

Students will be able to go through locker selection this year using our online locker selection program. Bookings for the 2022-23 school year will begin Monday, September 12. Please pay your student fees prior to booking your locker. Please see the document attached to this newsletter ([Appendix 4](#)) for more information and instructions.

### **5) Closed Campus**

Just a reminder, that W.J. Mouat Secondary is a closed campus which means all visitors must report to/ sign into the office.



#### **6) Attendance and Lates**

A reliable indicator of student success is consistent attendance at school. Students who attend all their classes all the time experience greater success in school. We input daily attendance as required by law and track student attendance as it relates to student progress. We ask for your help and cooperation in the following ways:

- Students are expected to be at school and in class on time.
- It is the student's responsibility to be punctual to class.

In accordance with the school district, WJ Mouat uses the Safe Arrival App to report student absences. If your child will be late or absent, please use the app to excuse. Parents, please see the attached document ([Appendix 5](#)) to set up your account using the email address the school has on file. Do not share this account with your child. You can call your child absences in using the following toll-free number 1-844-487-3701.

#### **7) School Fees**

In accordance with District Policy AP 317, the student activity fee for secondary school is \$25 which covers the student agenda, guest speakers, student ID cards, school events, student recognition, student leadership, locks, and locker rental. If you have not done so already, it's recommended parents sign up and create an account on SCHOOL CASH ONLINE <https://abbotsford.schoolcashionline.com/>. Check out the attached document ([Appendix 6](#)) for complete information. Most school fees can be paid online and we appreciate your attention to this responsibility as soon as possible. Some courses will have workbook and supply fees – teachers will discuss this at the start of your class. Yearbook sales will be ongoing, and we do encourage students to purchase early.

Student fees which are unpaid carry-forward to the next school year. All school fees must be paid to graduate.

#### **8) Photo Day**

Vibrant Photos will be here on Wednesday, September 14, 2022. All students must have their photo taken and there is no obligation to purchase photo packages. These photos are used for student ID cards and our school yearbook. Students will be called down by grade.

#### **9) Grad Photos**

Vibrant Photos will be at Mouat January 3 to 12<sup>th</sup>, 2023. Check out the website under "Calendar" or "Announcement" feature closer to the date for a link to book your appointment. The link will also be available in the Grad 2023 Classroom. All Grade 12 students must have their photo taken and sitting fee will only apply to grads who would like a copy (proofs) of the photos taken during their session. Purchasing grad photos is not mandatory, and we do use the photos for the yearbook (with grad quote), grad composite (framed in the school), and the grad photo slides at Grad Convocations in June.

#### **10) MySchool Day App for Students**

Students are encouraged to download the My School Day app from the App Store or Google Play. Check out the attached document ([Appendix 7](#)) for Key Features and Information.

#### **11) Medical Alert**

A medical alert condition is defined as a physician diagnosed, potentially life-threatening condition such as: diabetes, epilepsy, severe asthma, serious heart condition(s), blood clotting disorder(s), anaphylaxis (history of severe allergic response).

Parents / guardians are responsible to complete the medical alert form and/ or update this form each September. These forms will be kept in student files, on a master list in the office, as well as be provided to staff members who



work with these students. In emergency situations, a parent/ guardian (or emergency contact) shall be contacted and the student taken to a hospital if necessary.

### **12) Student Parking**

Students who would like to drive to school and park within the Mouat campus are required to have a Parking Pass, see the attached document (*Appendix 8*). Student parking is in the designated student area only (behind the double yellow line). Students are expected to drive respectfully and responsibly to/ from school and on our campus lot. Students cannot park in visitor or staff parking. Parking illegally (not within a parking stall or without a parking decal) may result in the student's car being towed at the owners' expense. Parking at school is a privilege. Unsafe driving practices will result in this privilege being revoked.

### **13) Student Agenda**

Parents and students can find an electronic copy of our Student Handbook/ Agenda (formerly Planner) on the school website under the Student top tab then Student Agenda - <https://wjmouat.abbyschools.ca/student-agenda> The agenda includes our school Code of Conduct (expectations for students) and the district's Fair Notice Letters.

### **14) Grad Handbook**

Grads and their parents can find an electronic copy of our Grad Handbook on the school website under the student top Tab, then Grad - <https://wjmouat.abbyschools.ca/students/grads> . Please take a moment to download and read. We encourage all grade 12's to join our Grad Google Classroom where we will post updates throughout the year. Check your learn34 account and accept the invite.

Parents, please book your calendar for our Grad Parent Meeting on September 14 from 6:30 to 7:30.

Grads, please book your calendar for the first grad event of the 2022-23 school year – Grad Cruise – September 27, 2022, from 4pm to midnight.

### **15) School Plan**

Parents, you can find our updated School Plan at <https://wjmouat.abbyschools.ca/school-plan> which outlines the work, we as educators, plan to engage in this school year. You will also find exemplars (pictures and stories) of our journey.

### **16) Covid Updates**

We are predicting a regular return to school under the guidelines of the Ministry of Education. Should we need to pivot, or switch to alternate plans or a different course we will use our school Messenger system to update you on changes that may impact your child. Please ensure that the school is your regular email address. Reminder, masks are a personal choice and please stay home if ill.

### **17) Parental Involvement**

As your child gets older, we encourage parents to become more involved in your child's education and school activities. We love to have you involved in our school and see how your child spends their day. We welcome your involvement in the ebb and flow of W.J. Mouat Secondary. We have developed a tradition of parent helpers with our exceptional Parent Advisory Committee (PAC), It Takes a Village, and Parent Ambassadors

- Lastly, join their PAC Facebook group at <https://www.facebook.com/groups/wjmouatpac/>

The best way to stay on top of things that are happening at our school is using our W.J. Mouat website and download our AppPP in Google Play or the AppPP store. You can also follow us on Facebook, Instagram, or Twitter but you'll find excellent information, regularly updated on our website <https://wjmouat.abbyschools.ca/>

We are looking excited to sharingshare your child's learning journey next year.



WJ Mouat  
Secondary School



Sincerely,  
Mrs. Pollastretti, Principal





## How to Log In, Access Report Card and Timetable

### 1. Logging In

- website <https://www.myeducation.gov.bc.ca/aspden/logon.do>
- Enter your child's **Login ID** and **Password**
  - Login ID is the student's pupil number which will be 6 or 7 numbers in length
  - use the password you used the last time you logged on.

#### 1. Log Into The MyEdBC website

<https://www.myeducation.gov.bc.ca/aspden/logon.do>

- Enter your **Login ID** and **Password**
  - Login ID is the student's pupil number which will be 6 or 7 numbers in length)
  - use the password you used the last time you logged on.  
Forgot your Password, see the Cheat Sheet Help, I Forgot My Password

\*Please remember if we have created a temporary password for you, you will be prompted to reset your password and set a security question

#### Password Requirements

- Minimum length is 5 characters
- At least one number and one symbol that isn't a letter or number
- At least one capital and lowercase letter
- Password cannot contain login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

### 2. Report Cards

- Your child's report card will appear under the Published Reports heading.
- A hyperlink will connect you to a PDF of your child's report card.
- You can view, print or save the report card.
- We recommend you print and save a copy of the PDF for future reference.
- Report cards will only be available for 3 weeks.



### 3. Timetables

- Click on the MyInfo tab
- Click Current Schedule on the side tab.





## Help, I Forgot my MyEd password

### 1. Logging In

The MyEdBC website is <https://www.myeducation.gov.bc.ca/aspen/logon.do>

You must use a laptop or desktop computer to initialize your Login account.

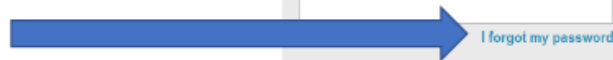
Note:

- Most smartphones and some computers may have a server firewall or popup blockers that prevent access to the website.
- Pop Ups should be enabled for some features of the site to work properly.

### 2. Enter your Login ID (student number)



### 3. Click on the "Forgot Password" link.



### 4. A new box will pop up that looks like this:

\*Please remember if we have created a temporary password for you, you will be prompted to reset your password and set a security question

#### Password Requirements

- Minimum length is 8 characters
- At least one number and one symbol that isn't a letter or number
- At least one capital and lowercase letter
- Password cannot contain login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

i) Put in your student number

ii) Put in your learn34email address.

(1) Your learn34 email is the ONLY email account that can be used with MyEd.

iii) Click CONTINUE

iv) You will receive a pop up window with a security questions you chose when you set up your account. You must answer with the same answer you supplied before.

### 5. Once logged on, you will be able to:

- View, and print your report card
- view your current
- complete your course planning
- view basic demographic information
- see attendance for your classes

6. If you have never logged in, the generic password is Hawks34\$, you will be required to change this password upon your first log in.



### AP 334-3 Bring Your Own Device (BYOD) – Consent Form

This consent form is provided to parents and students so that an informed choice may be made with regard to consent to use a personal device, such as a laptop.

The Abbotsford School District recognizes that digital devices are valuable resources for learning. The Bring Your Own Device (BYOD) Program is an optional program available in some Middle and Secondary Schools, that allows students to use personal devices limited to laptops, Chromebook or tablets. Smartphones are not included in the BYOD Program.

Participation in the BYOD Program requires district approval. The district expects that students should be using BYOD devices for educational purposes.

Although staff will endeavor to support students in the classroom, the district has no liability or responsibility at any time or location for technical support, device theft or damage, or loss of data. BYOD users are subject to school and class expectations, as well as AP 334 - Online Communications & Digital Learning. The district, through school administrators, reserves the right to access any files on the device in case of misuse, suspicion of misuse, or other activities in violation of the district's Student Code of Conduct. Misuse of devices may result in their removal from school networks and a request to remove the devices from school property.

Parents/Guardians may wish to include personal devices used on school property in their personal insurance coverage.

#### Student Consent

I agree that I will use my device appropriately and for learning.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

#### Parent/Guardian Consent

Select **only one** of the following:

I have read and understand the information above and consent to my child being involved in the Abbotsford School District BYOD Program. This consent will be considered valid from the date on which it is signed until completion of grade 12.

At this time, I do not consent to my child being involved in the Abbotsford School District's BYOD Program.

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Type of Device (Tablet, Chromebook, Laptop): \_\_\_\_\_ (No phones)

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



## Locker Selection - Student Instructions:

1. Log in at: <http://wjms.lockerassignment.com/>
2. Login using your student number as the user id and your initials with your student number (no space) as the password. Your student number is located at the top of your timetable.

For example, if your name is "John Smith" and your student number is 12345, your user id would look like this:

*Login:* 12345    *Password:* JS12345

The password is case sensitive!

3. Know which locker you want and which classroom it is near. Numbers with an "A" indicate a top locker and numbers with a "B" indicate a bottom locker.
4. You will have to read and agree to the "Locker Conditions of Use" prior to selecting a locker.
5. Once you have selected a locker you will be shown the locker combination. You can login at any time to see your assigned locker and combination.
6. Only one student will be assigned per locker and you cannot change your locker once you have signed up for one.



Safe Arrival – Report a student absence online.

The Abbotsford School District utilizes an automated student attendance management system called SafeArrival, offered through SchoolMessenger®, the company that hosts our parent notification system.

With SafeArrival, you can report your child's absence in advance using any of these 3 convenient methods:

**1. SchoolMessenger App**

Using your mobile device, download and install the SchoolMessenger app from the [Apple App Store](#) or the [Google Play Store](#). The first time you use the app, select Sign Up to create your account using the email the school has on file for you. All Abbotsford School District students (or "Your children") associated with your email address will automatically be populated. If you do not see your child listed, please call the school to ensure that the same email address is being used. From the drop-down menu on the top left corner Select Attendance. Click on the **plus (+)** sign on the top right corner then Report an Absence.

**2. SafeArrival Website**

Using the SafeArrival website, go to: [go.schoolmessenger.ca](http://go.schoolmessenger.ca). The first time you use the website, select Sign Up to create your account using the email address the school has on file. If you do not see your child listed, please call the school to ensure that the same email address is being used. Select Attendance then Report an Absence.

**3. Toll-Free Number**

Call 1-844-487-3701 to report an absence using the automated phone system. You will need to enter the phone number the school has on file for you.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.





## SchoolCashOnline

### Step-by-step sheet for parents/guardians

For safety and efficiency reasons, Abbotsford School District would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE: If you require assistance, select the GET HELP option in the top right hand corner of the screen.**

### Step 1: Register

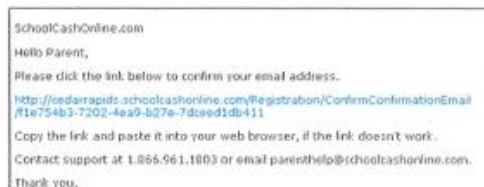
- If you have not registered, please go to the School Cash Online home page <https://abbotsford.schoolcashonline.com> and select the "Get Started Today" option.
- Complete each of the three Registration Steps  
\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.



### Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



### Step 3: Find Student

**Note: Student Number is Not Required**

This step will connect your children to your account.

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Name & Birth Date
- Select **Continue**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- Your child has been added to your account

### Find Student

#### School Information

School Board Name: School Board 1575  
Looking for a student in a different school board?  ?

School Name: Eagle High School

#### Student Information

Do you have the student number?

Student Number:

First Name:

Last Name:

Birth Date:   
Date format: mm/dd/yyyy

(No students? [Click here](#))

### Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.

Note: all information is stored on a confidential basis on a server in Canada.



### MY SCHOOL DAY APP:

Students/parents can access without WIFI, but the content will not be updated until connected to WIFI at home.

How to download – from the App Store or Google Play

1. Download from the App Store or Google Play: Search **My School Day**
2. Follow set up instructions, selecting province, school district and our school
3. Allow-notification permissions to ensure you stay up to date with school and teacher communications.
4. Key Features include:
  - a. Navigation Bar along the top of the app (trouble shooting, upcoming events, to do lists and search)
  - b. Calendar – add/delete events, assignments, due dates, games etc.
  - c. Settings – naming and colour coding classes and creating schedule
  - d. Select Date to view schedule. Click on class to add notes, take/save pictures etc.
  - e. Channels – communication tool that teachers, coaches will send you information and updates on
  - f. Student ID - Adding a picture of your school ID card. You will need this or the actual card for all school events.





## WJ Mouat Secondary

Permit #

### Student Vehicle Registration 2021-2022 Student Parking

1. Parking permits are paid for by students and can be purchased from the main office. Students are permitted to register up to 2 vehicles. Parking stalls are **not assigned** to students but are available on a first come, first serve basis upon arrival at the school.
2. Students must display the permit hang tag behind the rear view mirror and park in the designated student parking areas only. Student parking is west of the yellow line in the main parking lot on the west side of the school **Students MUST NOT park in staff, visitor or handicap spots.**
4. Students may not lend their parking pass to friends.
3. Cars must be driven with due care and caution on the school grounds. The speed limit on school property is 10 km per hour. Students must drive in a safe manner around School District property and in the greater community.
5. **Random checks of the parking lot will be done to ensure all vehicles have a valid 2021/22 parking pass displayed. Students who are parked in the student lot without a permit or in any area other than designated student parking will have their vehicle booted. The fee for removal of the boot is \$10.**
6. Parking fee is \$16 per year



I have read the above regulations and acknowledge that any infraction thereof may result in a fine and/or disciplinary action that may include the loss of parking privileges.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_