

**Subject:** Maillard e-Forms & Fees  
**Date:** September 26, 2023 9:12:53 AM

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Good day Maillard Parents & Guardians:

Your Maillard child will be coming home with information regarding the 2023/2024 e-Forms, paper form and fees that are due this school year. You can also find the information attached in the 2023 24 Maillard eForms & Fees.pdf.

You will need access to your School Cash Online at <https://www.schoolcashionline.com/>, and your Parent Portal at <https://myeducation.gov.bc.ca/aspen/logon.do>.

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### **School Cash Online:**

1. **School Policy e-form** (Mandatory): This will ask your permission for things such as, if you approve your child to have their photo included in various school materials (should there be any in the school year), neighbourhood walking fieldtrips, and also **\*VERY IMPORTANT\*** if you wish to receive e-newsletters and e-notices during the school year. If you request this, you will need to provide the email address(es)! Please use a semi-colon (;) between addresses if there is more than 1 email address to use for e-newsletters. (This will be submitted direct to the school once it is completed. A 'receipt' will be sent to your email with a confirmation of completion of the e-Form.)
2. **Fees:** \$35 Activity Fee (Mandatory), \$25 Sports Fee (Optional), \$35 Yearbook (Optional)
3. **Parent Volunteer e-forms** (optional): Parent Driver Volunteer application & Parent Volunteer application-Complete these forms if you plan on being available for any upcoming fieldtrips or sports activities with your child and their group

### **MyEd Parent Portal:**

*This used to be printed for you and sent home for verification & a parent/guardian signature.* Starting this school year our district is moving towards digitization our forms, while ensuring that we are safeguarding personal information. Student Verification forms will no longer be printed but published to the **Family Portal** for parent reviewing. Log into your Family Portal and review your information. You will find the Student Verification pdf in the same area where you would have found report cards when they are posted for reviewing.

- A) **If there are no changes to the information** - No further action will be required from the Parent/Legal Guardian.
- B) **If there are changes to the information** (depending on the type of change/s made – please see below), you can print the student verification form and make the necessary changes then send the updated form (with the required documentations) back to the school by email ([081-secretary@sd43.bc.ca](mailto:081-secretary@sd43.bc.ca)) or by dropping it off in the office.

**Types of changes on the student verification form:**

- **Will not require documentation/s** – e.g. phone number, email address, emergency contacts' information
- **Will require documentation** – e.g. Legal Name change (student), home address, legal custodianship/guardianship changes (legal alert), Medical alert changes, citizenship (ex. Permanent Resident to Canadian Citizen)

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**Paper Forms:**

1. **Emergency Release Form (Mandatory):** This will be sent home with your child today. Please look for the yellow **Emergency Release Form**.

This form asks who can pick up your child in the event of an emergency. This can be different from those that you have listed as an alternate contact on the Student Verification Form. These are the **ONLY** people, other than the parents, who will be allowed to sign for the release of a student in an emergency. The alternates should live within walking distance (long walk is OK) of the school, as transportation disruption is a possibility during a real emergency. It is essential that you seek the consent of these alternates and that they are aware they are the alternate listed for your child. Also, your child should be informed as to who can retrieve them from school.

While most of us do not like to think that there is a possibility of an emergency, the school would like to be as prepared as possible to ensure all students are safely released to an appointed emergency contact.

2. **Medical Alert Form: (MANDATORY if your child has a medical alert that we need to keep on file.)** Please complete this pdf form, print it and submit to the school office **as soon as possible**. There is a school district policy that if your child requires medication to be kept at the school and administered to your child for their medical condition, the Request for Administration of Medication section will need to be completed **AND** a Physician's Note will need to accompany this form when submitted to the office, along with the medication. Note: this will need to be done for all types of medication including Tylenol or Advil, Ventolin, etc. Please ensure the medication being left at the school office will not expire within the school year, has the appropriate measuring tool (medicine cup with dosage noted) and in a large Ziploc bag labelled with your child's First & Last name in black sharpie.

<http://www.sd43.bc.ca/school/maillard/Parents/Forms/Pages/default.aspx>

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If you have any questions, please do not hesitate to contact us at [081-357-4321](tel:081-357-4321) or [secretary@sd43.bc.ca](mailto:secretary@sd43.bc.ca).

Sincerely,

Joy Philbrook (she/her)  
Head Secretary  
604-931-3574

**Maillard Middle School**

