



School District No. 43 Coquitlam

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# COMO LAKE MIDDLE SCHOOL

1121 King Albert Avenue, Coquitlam, B.C. V3J 1X8 | Phone: 604-936-1451 | Fax: 604-937-8043 | [www.sd43.bc.ca/school/comolake](http://www.sd43.bc.ca/school/comolake)

Dear Como Lake Families,

This letter contains details regarding forms, information, and fees to be provided to the school from families. We understand and appreciate this involves going to different portals and that this takes time. We would really appreciate if everything could be completed by **Tuesday, October 1, 2024**. If you have any questions or need support logging onto the portal, please drop by the school during regular school hours. Alternatively, you can email us at [comolake@sd43.bc.ca](mailto:comolake@sd43.bc.ca) or call us at 604-936-1451.

With respect to the school fees described below, if any families require support, please email Mrs. Ross (Principal) at [dross@sd43.bc.ca](mailto:dross@sd43.bc.ca) or call her at the school at (604) 936-1451.

**\*All required forms & fees have been highlighted.\***

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## **1. \*REQUIRED\* Student Verification (ON THE FAMILY PORTAL):**

It is very important that we have up to date contact information for you. It is also important for us to be informed if there are any health or child custody concerns. We are asking parents/guardians to check your demographic information by:

1. Logging into the Family Portal at <https://myeducation.gov.bc.ca/aspen/logon.do>.
2. Clicking on the 'Reports' tab on the right-hand side of the screen
3. Selecting the 'BC Student Information Verification Form'
4. **If there are no changes to the information** - No further action will be required from the Parent/Legal Guardian.
5. **If there are changes to the information** (depending on the type of change/s made – please see below), the Parent/Legal Guardian 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 or by dropping it off in the office.

Types of changes on the student verification form:

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

**\* IMPORTANT\*** Parents who require changes to be made and do not have the ability to print this document can contact the school office and request a printed copy (to be given directly to the parent).

*At any time during the school year, please ensure that you inform the school office if you change your home address or telephone numbers (home phone, work phone or cell phone). This updated information is valuable as it is used for attendance and emergency purposes.*

## **2. \*REQUIRED\* Emergency Release (Fillable PDF Form or paper form):**

Attached is a fillable PDF you can complete. If you would prefer a paper copy, we will have some available at the front desk. Please ask your child to come and get one. Please return to the office once completed or email the completed form back to [078-secretary@sd43.bc.ca](mailto:078-secretary@sd43.bc.ca). This form asks who is able to 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.

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**The following forms below can now be found and completed through (KEV) School Cash Online – to be completed for each student. Visit our school website and click on ‘Online Payments’ listed under ‘Quick Links’.**

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**!! IF YOU DO NOT HAVE A SCHOOL CASH ONLINE ACCOUNT,** here’s how to get started:

Go to <https://sd43.schoolcashonline.com>

- A. Click on “Get Started Today”
- B. Create your account
  - o Enter first and last name; click continue
  - o Enter fields: address, phone number, e-mail address; click continue
  - o Choose a password and security question
  - o Make ensure to OPT IN to receiving e-mail notifications for updated school information.
- C. Once you have registered, you will receive a confirmation email that you have registered your account. You will then have to go back into the link in that email to attach your child(s) to your account. You can attach **ALL** your children, no matter what school they are in in the district, choosing the appropriate school from the dropdown for each child. You will be required to enter their legal first and last name and date of birth.

## **3. \*REQUIRED\* District - School Policy Form 24-25 (eForm):**

This form will ask your permission for things such as, if you approve your child to have their photo included in various school materials (newsletter, etc), neighbourhood walking fieldtrips, etc. (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 eForm.)

**4. Parent Volunteer Application (optional):** On occasion, your child's classroom teacher may require parent volunteers for a fieldtrip in order for the fieldtrip to take place. Also, parents may be asked to help with driving for various extra-curricular school events ie. sporting event, Club Events, etc. To avoid delays in becoming an approved parent volunteer, please ensure all forms are completed and submitted to the office early in the school year:

- **Volunteer Application (eForm)**
- **Volunteer Driver Application/Certification (eForm)**, which includes providing the school with your ICBC abstract.
- To obtain your abstract you can contact ICBC by phone (1-800-950-1498) or by doing a google search for **"ICBC Driver's Abstract"**. NOTE: you will need your BCDL #.
- Have ICBC email you your abstract for your files, and then forward a copy to [078-secretary@sd43.bc.ca](mailto:078-secretary@sd43.bc.ca).
- **Criminal Record Check (valid for 5 years)**. Please contact the office for a fee waiver letter and Police Information Check form to complete and submit this to your local RCMP detachment.
- **Schedule a meeting with the Principal or Vice Principal to review your forms.**

If more than 1 parent would like to volunteer, or even grandparents, more than 1 volunteer & 1 driver e-form can be completed in your account.

NOTE: all parent volunteer forms need to be completed for every school year, except for your CRC (Criminal Record Check). Your CRC is valid for 5 years. If you have submitted one to another school *within School District 43* last school year and it is still valid, you can get a copy of this and bring it to our school office.

*\*Without these completed forms, you are still able to drive your own child; however, you cannot drive a group of students.*

**5. Medical Alert (eform):** If your child has a medical alert that we need to keep on file, please complete this 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.

**Medical Alert forms can be found on our school website at**

<https://www.sd43.bc.ca/school/comolake/Parents/Forms/Pages/default.aspx#/=>

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**SCHOOL FEES - Visit our school website and click on 'Online Payments' listed under 'Quick Links'. All fees can be paid through School Cash Online (KEV). Fees are due by October 1, 2024.**

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- **\*REQUIRED\* \$35 Student Activity Fee** Activity fees support school-wide activities for students, such as student leadership events, clubs, cultural performances and special

event celebrations. The activity fee also supports the purchase of student planners and computer related materials.

- **\*REQUIRED\* \$15 Annual Athletic Fee.** This fee goes to support the purchase of up to date athletic equipment, uniforms, transportation costs and many other items related to supporting athletics at Como Lake Middle.

We know that back to school has a number of costs for families. If your family requires support to cover some or all of the \$35 Activity Fee or \$15 Annual Athletic Fee, please reach out to Principal, Devon Ross at [dross@sd43.bc.ca](mailto:dross@sd43.bc.ca). Your information will be kept in confidence.

- **School Yearbooks (optional).** A yearbook highlights the major events of the year and includes photographs of individuals, clubs and teams. **The cost is \$40** and they are **pre-ordered** from the months of September to February. The **Student Activity Fee** must be paid before a yearbook can be purchased and all outstanding payments to the school must be honoured before the yearbook is distributed at the end of the school year. Although we always order a few “extras”, we cannot guarantee that one can be purchased in June. Please ensure that you **pre-order** to avoid any disappointments at the end of the year.

Please note that some of our families need some additional support in purchasing a yearbook. If you would like to purchase a second yearbook and donate it to another student anonymously, that would be very much appreciated and will bring a lot of joy in June.

- **PAC Donation (optional):** Every year, our PAC raises funds for learning materials, based on school goals; sports equipment for classrooms, intramurals, and extra-curricular activities; library materials; emergency preparedness supplies; technology equipment and many other "extras". These items are all made available for use by our children, as a result of PAC fundraising initiatives. **100% of your donation goes directly to the school for items your child will use.** You may choose to donate any amount. Business donations are also welcome. Please note that **only donations of \$25.00 or more, will receive an income tax receipt** from the school district, which are provided early in the new year.