Dear Parents/Guardians,

We are very excited to announce that SD62 is now offering School Cash Online to all parents to pay ***school fees*** and district fees. We want to save you time when paying for school fees and this is a great way to pay without the need for cash or cheques.

#### To sign up to use School Cash Online, please follow these steps:

1. Read the [Instructions](http://www.sd62.bc.ca/wp-content/uploads/sites/11/2016/10/SchoolFees-instructions.pdf) (parents who have already created an account during online bus registration can skip to "Step 6")
2. Fill out the [Consent Form](https://sd62.schoolcashonline.com/) (<https://sd62.schoolcashonline.com/>)

**You must fill out a separate consent form for each child**

**Already signed up for an account during online bus registration?**

Great! Please skip to "Step 6" of the Instructions linked above.

**Why do you need to fill out a consent form?**

The system is designed to extract some of your student's personal information contained in MyEdBC (Ministry school database), with School Cash Online.  This information will be shared through a secured FTP (file transfer protocol) site (similar to online banking) and will only be used for the purpose of student fees and online payments.

 The information that will be extracted from MyEdBC is as follows and is contained on a Canadian site:

**ALL STUDENTS:**

* Student School Name
* Student School Number
* Student Legal First Name
* Student Legal Last Name
* Student PEN Number
* Student Classroom/Homeroom
* Student Grade
* Student Parent/Guardian #1 First Name
* Student Parent/Guardian #1 Last Name
* Student Date of Birth

**MIDDLE/HIGH SCHOOL STUDENTS:**

* Student School Number
* Course Codes
* Course Name
* Course Code Section
* Course Semester
* Semester Start Date
* Semester End Date
* Course School Year
* Course Teacher ID Number
* Student Number

**In order to have your child/ren included in the first extract upload we require your consent to be completed by Friday, November 4th at 4 p.m.**

We hope to have the first information transfer complete by mid November. Once your child's information is transferred, you will be able to sign into your school cash online account, choose your child and attach him or her to your account to pay their fees.

**After November 4:**

You will still be able to submit your consent after November 4, 2016.  This will simply mean that your child's information will not be included in the first transfer but will be included in subsequent extracts.

We will send you more information closer to mid November regarding the second phase of the online program.

**For inquiries about account setup and using the system, please visit the "**[**School Fees**](http://www.sd62.bc.ca/parents/school-fees/)**" page of the District website or  email****schoolcashschool@sd62.bc.ca**

**For general information about fees, please contact your child’s school.**

Thank you,

School District 62