



# LAKWOOD ELEMENTARY SCHOOL

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Principal: Mr. Bryan Johnson Vice-Principal: Ms. Ceilidh Deichmann

November 12, 2019

Dear Parent/Guardian,

RE: School Cash Online

We are very excited to announce that Lakewood Elementary is moving to the ***School Cash Online System*** for all parents. *School Cash Online* is the preferred method of payment for all school fees, everything from PAC donations, student agendas and Yearbooks, just to name a few. If you have children in Middle School you have most likely already created an account and attached your child's name to the account so that you can make payments. If you haven't registered and created an account for your child, we would ask that you take the time to do so now. Follow the easy three step process below to:

1. Create an account;
2. Make a donation; and
3. Create a student account for your child(ren).

In addition to receiving this letter, you have also received all necessary instructions and documents. The attachments in the email will guide you through the process. **Having trouble viewing the attachments?** For your convenience we have also posted the information on the Lakewood school web site. Go to Lakewood Website/Parents/General Information.

**Step One:** Refer to the attachment: **School Cash On Line Step 1&2 User Guide Create an Account**

Follow the instructions and register. If you already have a student registered for the bus, you will be able to skip the first few steps. Once you have registered you can make a PAC Donation.

**Step Two:** Refer to the attachments: **Make a Donation Instructions and PAC Donation Letter**

The *PAC Donation Letter* outlines the rationale for the request as well as suggested donation amount for families. Follow the *Make a Donation Instructions* and make your donation

**Step Three:** Refer to the attachment: **School Cash On Line Step 3 Attach Students**

Follow the instructions to “attach” your children, in other words “creating accounts” for each of your children should you have more than one. **You will need your child’s student number.** In order to view your child’s student number you will need to register with the MYEDBC Family Portal.

Refer to the attachment: **District Letter to Parents Family Portal Launch and MyEDBC Family Portal Instructional Manual.**

Once registered you will be able to view your child(ren) and view their student number to register. If you have more than one child at Lakewood, each child will need to be entered and registered separately.

Should you encounter any difficulties:

- ✚ Contact the parent help desk at **1(866) 961-1803**
- ✚ Visit: <https://helpdesk.supportschoolcashionline.com>.
- ✚ Email: [schoolcasheschool@sd62.bc.ca](mailto:schoolcasheschool@sd62.bc.ca) .

Depending on the need, our PAC will also be holding afterschool tutorials in the computer lab for any parents that are unable to register, make a donation or create student accounts. Email Leah McNaul at [leahmcnaul@gmail.com](mailto:leahmcnaul@gmail.com) if you would like a tutorial.

Thank you for your patience as we move to this new system.

Bryan Johnson  
Principal  
Lakewood Elementary School