



Clayton Heights Secondary

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2023 – 2024 Calendar of Important Dates for Graduates

January 12 to March 14	CHS Scholarship Profile Submission
February 1 to February 29	Commencement Comment Submissions
Friday, April 12 – April 19	Online Table Reservation Form https://forms.office.com
Monday, April 15 – April 30	Valedictorian and Historian Applications
Monday, April 15 – May 29	Dinner Dance Guest Pass Applications Available (office)
Tuesday, April 16	Literacy 12 Assessment Catch-Up
Monday, April 15 – May 3	Additional Commencement Tickets Order Available Online https://forms.office.com
April 19, April 26, May 10	Dry Grad Tickets Sales at Lunch (April \$80, May \$100)
Monday, May 6	AP Chemistry Exam
Monday, May 13	AP Calculus Exam
Thursday, May 16	Grad Assembly, Rehearsal and Gown Distribution
Tuesday, May 21	Grad Commencement Ceremony
Monday, May 6 – May 31	Grad Dinner Dance Tickets Sales https://surreyschools.schoolcashionline.com
Monday, May 27 – May 31	Grad Dinner Dance Table Selection – Science Super Lab receipt required to confirm (online) or select table
Monday, May 27	Media Release Due – students without a form or “NO” to media release will not be included in the Cloverdale Reporter
Wednesday, May 29	Dinner Dance Guest Pass Applications Due
Thursday, May 30 – June 25	Dinner Dance Guest Tickets Sales (fees and Grad ticket must be paid first) https://surreyschools.schoolcashionline.com
Monday, June 10	Capstone Presentations
Wednesday, June 12	Athletics Banquet
Thursday, June 13	Literacy and Numeracy 10 Assessment Catch-Up
Thursday, June 27	Grad Dinner Dance at Newlands and Dry Grad at The Metro
Friday, June 28	Report Cards available on MyEd at 4pm

“Creating Opportunities for Excellence”

www.surreyschools.ca/schools/clyhts





September 29, 2023

Dear Parents and Guardians:

Re: Community Youth Activities "Grad Pranks"

As we settle into the new school year, we are reminding parents, guardians, and students of our 2024 graduating class, of the expectations regarding pranks and celebrations.

Celebrating educational milestones is a tradition; however, there have been incidents in the past of unsanctioned activities that have crossed the line from good-natured fun, to criminal activity

This fall, social media trends have also amplified acts of theft and vandalism in schools across the region. We are asking your help to ensure your son or daughter is aware that unsafe or unlawful activities can have serious, lasting, consequences. Youth who participate in criminal activity could face criminal charges or school sanctions. These sanctions may include exclusion from graduation activities such as commencement ceremonies, suspensions, and can affect students' eligibility for scholarships and postsecondary admissions.

It is also important for parents and guardians to know they may be held financially responsible for damage caused by their children. Please see the attached excerpt from the *School Act*.

It is important that we work together to ensure that our young people do not take part in, or condone (provoke, encourage, or support):

- *Bullying, cyberbullying, harassment, threat(s) or intimidation;*
- *Violence of any form;*
- *Verbal, physical or sexual harassment or abuse;*
- *Discrimination in any form;*
- *Theft;*
- *Unsafe or dangerous activities;*
- *Vandalism;*
- *Possession or use of intoxicating or banned substances;*
- *Possession or use of weapons (or replica weapons) and explosives.*

We ask that you understand the position of both the district and all our schools in taking the necessary disciplinary steps where appropriate, to ensure the safety and security of our school community.

Over the years, students from the graduating class have planned unsupervised camping trips or other group activities. Sadly, some of these activities have resulted in injuries and even deaths, due to impaired driving, or misadventure. We support your decision to not permit your son or daughter to attend unsupervised events. If you are uncertain about the status of an event, please give the school administration a call.

This letter may feel like a dire warning, however, it is because we want to keep your children safe and successful, that we take this matter so seriously.

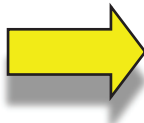


Clayton Heights Secondary School **Graduation 2024**

Commencement

“The Big Show” of Caps and Gowns at the Bell Theatre **Tuesday May 21**

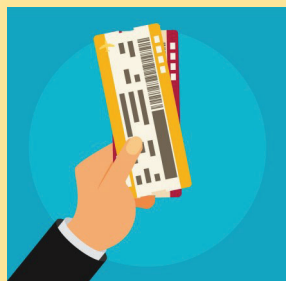
We are looking forward to celebrating Graduation with our Grade 12s and their families in May. We will be hosting a traditional Commencement Ceremony for our entire Grad 2024 class at the Bell Theatre on May 21st. The Ceremony may be available via live stream for family members unable to attend. Watch for more information.



Mandatory Rehearsal: May 16, 2024 in the Theatre at 1:30 p.m.
Gown and Commencement ticket distribution to follow.

Commencement Schedule

5:20 Check in
6:45 Doors open
7:00 Ceremony starts



TICKETS

**2 Free guest tickets
per graduate**

See the online form to request
up to 4 additional guest tickets
per graduate. Cost is **\$5** each.
Cash payment due by May 10, 2024.
<https://forms.office.com>

Commencement

The Commencement Ceremony will be held on **Tuesday, May 21, 2024 at 7:00 p.m.** at **The Bell Performing Arts Centre** (6248 144 Street, Surrey). Students need to arrive **no later than 5:20 p.m.** to prepare for the processional and ceremony. The Commencement Ceremony will start at 7:00 p.m. in the theatre with doors opening at 6:45 p.m. Tickets **must** be presented at the door. Grads do not need a ticket, however, all family and guests must have tickets.

Each grad will receive two (2) **Commencement tickets** free of charge. These tickets will be distributed with their Grad Gowns on **Thursday, May 16** in the HUB following the mandatory rehearsal in the theatre. Only students who have paid the grade 12 graduation fee of \$60.00, student fee of \$25.00 and all other debts will be issued tickets.

An online form for additional tickets (at a cost of \$5.00) will be open on, **Monday, April 15**. You may request up to four (4) additional tickets per student. Payment (cash only) for additional tickets will be outside the Library **May 6th to 10th** during lunch. Unpaid tickets will be forfeited. After all additional tickets have been allocated there may be additional tickets available on a first come first served basis (at a cost of \$5.00). Families should also be aware that this formal ceremony often lasts three hours or longer and is not suitable for small children. If you choose to bring a child they will also require a ticket.

Grad gowns will be distributed Thursday, May 16th following the mandatory assembly and rehearsal. All grads must attend the mandatory rehearsal in the Theatre. This rehearsal will provide important information regarding procedures for the Commencement Ceremony and Dinner Dance.

Valedictorian & Historian

At Clayton Heights Secondary we value academic success, extra-curricular involvement and student leadership. The ideal **Valedictorian** is an academic student who has been actively involved in one or more areas of our school community and is seen as a strong leader amongst their peers.

- Students can be nominated or apply for themselves (Use the QR codes posted around the school to apply or nominate)
- Student gives a speech at the Commencement ceremony (farewell address) and Dinner Dance
- Student must be able to write and deliver a thoughtful, well-organized and well-presented address
- A Committee of teachers will make the final decision on this years selection.

The ideal **Historian** has been a member of Clayton Heights **since Grade 8** and displays a strong relationship with the staff and with their peers. This person should demonstrate positive leadership within the school and the Clayton community.

- Students can be nominated or apply for themselves (Use the QR codes posted to apply or nominate)
- Student gives a speech at Dinner Dance only
- Student must be able to write and deliver a thoughtful, well-organized and well-presented address
- A Committee of teachers will make the final decision on this years selection.

Nominations for Valedictorian and Historian are due Tuesday, April 30, 2024 by 12:00 midnight.

CLAYTON HEIGHTS SECONDARY

VALEDICTORIAN

CLASS OF 2024

CRITERIA

- Demonstrates academic excellence
- Has a minimum GPA of 86%
- Is enrolled in at least 3 academic courses in their Grade 12 year
- Is a well-rounded, model student
- Is involved in the school community
- Is able to write and deliver a quality speech
- Is able to provide the names of 2 teachers who would support their application as valedictorian.

Do you have what it takes? Apply here:



Applications will be accepted from April 15 until April 30 at midnight

CLAYTON HEIGHTS SECONDARY

CLASS HISTORIAN

CLASS OF 2024

CRITERIA

- Has demonstrated leadership in the school and community
- Has strong relationships with CHS students and staff
- Has been a member of CHS since Grade 8
- Can articulate a positive reflective message of the past, and has an understanding of the high school journey and how that relates to the future
- Is able to provide the names of 2 teachers who would support their application as class historian.

Do you have what it takes? Apply here:



Applications will be accepted from April 15 until April 30 at midnight



Clayton Heights Secondary School **Graduation 2024**

Important Graduation Dates & Fees

Dates to Remember

Monday	April 15 - 30	Valedictorian/Historian Applications
Tuesday	April 15 - May 3	Commencement Ticket Orders online https://forms.office.com
Tuesday	April 16	Grade 12 Literacy Exam catch-up
Monday	May 6	Dinner Dance Tickets on sale at https://surreyschools.schoolcashonline.com
Thursday	May 16	Grade 12 Assembly & Rehearsal
Tuesday	May 21	Commencement Ceremony
Wednesday	May 27 - 31	Dinner Dance Table Selection - Science Super Lab
Wednesday	June 12	Athletic BBQ and Awards
Thursday	June 27	Dinner Dance and Dry Grad
Friday	June 28	Report Cards Available Online



Celebration Fees & Costs

Grad Fee	\$ 60.00 ** NOW DUE Includes: venue rental, cap & gown, composite grad photo, decor, etc.
Yearbook	\$ 60.00 (optional)
Student Fees	All school years must be cleared
Dinner - Dance Ticket	\$140.00
Dry Grad Ticket	\$80.00 (April 19 & 26) \$100 (May 10)

YEARBOOKS!

School photos, clubs, sports,
teachers, embarrassing moments,
student life and more!

\$60 Until
sold out.



**ORDER YOUR
YEARBOOK TODAY!**

PAY BY: Online payment preferred. Follow the link below to Register.
IN PERSON: Due to Covid19, in person payments are discouraged.
ONLINE: Visit <https://surreyschools.schoolcashonline.com/>



Order your yearbook online at:  <https://surreyschools.schoolcashonline.com/>

Grad Dinner Dance and Dry Grad Festivities



Any guest invited to the CHS Grad Dinner Dance and Dry Grad festivities, **who are not members of the Clayton Heights Graduating Class of 2024**, must receive official written approval from Clayton Heights Administration. Guests can be grade 11 students from CHS or grade 12 students from another school, or graduates from June 2023. If your guest does not fit these parameters, please see Mr. McGennis in the office regarding an application.

Students who would like to bring a guest can pick up a Guest Pass Application form at the office window before school, during lunch or after school. Please fill out the application (completely) and return it to the office **ASAP**. Cut off for applications is Wednesday May 29, 2024 at 4pm.

Both students and guests should note that **all school rules apply at both events**. Students are advised that use of alcohol, drugs, vapes, cigarettes, cigars before or during these events will result in removal from the festivities and consequent disciplinary action (ticket costs will NOT be refunded).

Late "Guest Pass Applications" will not be accepted.

Grads will be advised if their guest application is approved. Once approved, **Guest Dinner/Dance tickets** can be purchased online at <https://surreyschools.schoolcashonline.com> starting May 30th. The Clayton grad must have already purchased a Dinner Dance ticket and all outstanding fees must be cleared before guest tickets will be available for purchase online.

Your guest, once approved, will also be approved to attend Clayton Heights Dry Grad. The CHS Grad will be required to purchase guest tickets in person during Dry Grad ticket sales. Approval letter and Dry Grad Emergency Contact Form must be presented at time of purchase. Emergency contact forms must be completed for guests' tickets as well. The Emergency Contact form is included in this Grad Newsletter or can be obtained by contacting the Dry Grad Committee. **Dry Grad tickets** are \$80 April 19th and April 26th. On May 10th ticket prices increase to \$100. Dry Grad tickets are payable in cash or by cheque (made **payable to Clayton Heights Secondary School Dry Grad**). Dry Grad Ticket sales will be in the HUB at lunch - April 19th, April, 26th and May 10th.

Contact Dry Grad Committee at chsdrygradparents2024@gmail.com

Grad Dinner Dance

Newlands Golf and Country Club
21025 48th Avenue, Langley, BC

Thursday, June 27, 2024

6:00 p.m. to 11:30 p.m.

**Photo of the “Class of 2024” will be taken at 6:30 p.m.
at Newlands Golf and Country Club.**

**Doors at Newlands Golf and Country Club open at 6:45 p.m. (after class photo) Students and Guests will pass through a security check upon entry
Speeches / Dinner for grads at 7:00 p.m.**

All school rules apply:

**Possession or use of intoxicating substances, vapes, cigarettes, cigars and
weapons are not permitted.**

Ticket Sales

Through SchoolCash Online starting Monday, May 6
<https://surreyschools.schoolcashonline.com>

Dinner/Dance tickets - \$140.00

Advance table reservations online April 12 to
April 19 <https://forms.office.com>

**Purchase your Dinner/Dance tickets online.
Bring your receipt to table selection.**

Table Selection at Lunch in the Science Super Lab

- Choose your tables in Science Super Lab.
- Arrive as a group to confirm your table selection.
- NO reserving for grads that have not paid.
- Proof of payment required to solidify table selection.
- If you wish to bring a guest, you **must** present an approved guest application to **hold** their seat.
- Guest ticket sales are starting May 30th on SchoolCash Online.
- Grads must purchase a dance ticket and all fees must be cleared in order to buy a guest dance ticket.

Transportation

- **To the Dinner/Dance at Newlands**
Student responsible for their own ride
- **To Dry Grad from Newlands**
Charter bus included in Dry Grad ticket
- **To home following Dinner/Dance**
Student responsibility
(if not attending Dry Grad)
- **To home following Dry Grad bus to CHS**
Student responsibility

Dinner/Dance 6:00 p.m. to 11:30 p.m.



Dry Grad 11:00 p.m. to 4:20 - 4:45 a.m.

***Reminder: All grads and their guests will return to
Clayton Heights via bus following Dry Grad.***



Clayton Heights Secondary School **Graduation 2024**

Grad Dinner & Dance **Newlands Golf & Country Club** **Thursday June 27**



Schedule

- 6:00 Grads and Parents arrive at Newlands Golf Course
21025 48 Ave, Langley
- 6:30 Grad group photo
- 6:45 Security check and doors open
- 7:00 Speeches and Dinner
- 8:00 Dancing
- 10:45 - 11:15 Parent pick up of formal clothing for students attending Dry Grad
- 11:15 - 11:45 Board buses to Dry Grad event at **The Metro**



Clayton Heights Dry Grad 2024

Organized by our parent community
Thursday, June 27, 11:30p.m. - 4:30a.m.

Want to stay in the know?

Parents, we need your email! Please contact the Dry Grad committee at chsdrygradparents2024@gmail.com to get updates about your Dry Grad events. Information is also available on the school app, and CHS website: surreyschools.ca/clyhts.

Dry Grad meets regularly in the CHS library to discuss, plan, and organize the year end event. All parents of graduating students are welcome to join!

An event like this takes a lot of help. If you or your company can support the CHS Dry Grad with a prize, donation, financial contribution or time, please reach out to us. Thank you for your kind consideration of this worthwhile event for our graduates on their special night.

Dry Grad Meetings at 6:30pm on Tuesdays in the Clayton Heights Library

November 21, December 12, January 9, February 6, March 5, April 23, May 28, June 18.

SO, WHAT IS DRY GRAD ANYWAY?

Dry Grad is a longstanding tradition at Clayton Heights that is organized each year for the graduating class by a volunteer committee. The purpose of Dry Grad is to provide a safe, inclusive, fun, alcohol and drug-free event for all grads immediately after their formal Dinner Dance to celebrate their graduation. To encourage grads to stay until the end, special door prizes are drawn as the festivities draw to a close.

This year, The Metro in New Westminster will be the place to be! Students will board a school bus immediately after the formal Dinner Dance at Newlands and go straight to The Metro for an exciting and entertaining variety of activities as well as music, dancing, food and lots of photo opportunities with their friends. Transportation will be provided back to the school, arriving around 4:30 a.m. where students can walk home, drive home or be picked up.

Grads should change out of their formal party wear into casual clothing that is more comfortable for the Dry Grad activities. Students are asked to arrange a parent or person on their behalf to pick up all formal wear and belongings between 11:00 p.m. and 11:15 p.m. at Newlands. No bags will be permitted into the venue and Newlands is unable to store belongings. Buses will leave for The Metro shortly thereafter.

A High school graduation party is an important rite of passage, culminating years of hard work. The convocation, the banquet and the dance are the social events that define where high school ends and "the rest of life" begins. It is a time to celebrate. The aim of Dry Grad is to reduce the risk of harm to the grads, and the community at large, on a night when risk is unusually high. The size and scope of the party is intended to reflect the grads' achievement and acknowledge the years of hard work they put into completing their high school education.

Dry grad Details @ The Metro

Thursday, June 27th - Friday, June 28th 11:30 p.m. - 4:30 a.m.

Tickets for the formal Dinner Dance at Newlands will be sold separately by the school as it is a school sponsored event.

Wednesday, June 26th, students **must drop off their change of clothes bags** at the school before 3pm. Please take them to the Library where they will be searched. Volunteer parents will transport your bags to Newlands for you to have on the night of the 27th.

On Thursday, June 27th, students will be picked up from Newlands Golf & Country Club (21025 48th Avenue, Langley) between 11:00 p.m. - 11:30 p.m. on charter buses for The Metro in New Westminster. Parents/Guardians will be called if a student bought a ticket but does not make it on the bus.

We will require all students and plus one's to change before the bus pick up at Newland's, no bags will be permitted on the bus or at The Metro. Therefore, **please arrange for a parent or a person on your behalf to pick up your formal wear (dress, suit, tux, etc) between 10:45 p.m. - 11:00 p.m.** as we will have no area to store them in. There will be a designated pick up-door, watch for signs. Students will not be permitted to go outside and we ask those of you picking up items to only approach when your student is ready to provide their bag.

Admin will be searching the students before they get on the bus to ensure there are no drugs, alcohol, vapes, etc. There is a **NO TOLERANCE** policy in effect and all school rules apply. If any issues arise, parents will be called immediately to pick up. The only access to Dry Grad will be if the students arrive on the chartered buses from Newlands. Students do not need to show their Dry Grad tickets as we will have a master list on hand.

We do require all students to stay until the end of the event. If a student chooses to leave, a parent or guardian will have to pick up directly from The Metro. Students who do not stay until the end are not eligible for prizes. There are **no in/out privileges** and tickets are non-refundable.

Students will be bused back to Clayton Heights Secondary School to make their own way home or be picked up. We will be arriving between 4:20 a.m. and 4:45 a.m.

For emergency reasons, please provide parent/guardian name and phone number below for each person attending (graduate and plus one's).

Please contact us with any questions at chsdrygradparents2024@gmail.com.

Thank you for your support and we hope that all the grads will enjoy the fun evening we have been planning all year long!

CHS DRY GRAD 2024

Please submit filled out form for Ticket Purchase

Student Name: _____

Parent Name: _____ Parent Signature: _____

Parent Phone Number: _____

CLAYTON HEIGHTS SECONDARY 2023/24 GUEST REQUEST

Guest pass must be approved by a Vice Principal **BEFORE** a ticket may be purchased.

Please review expectations on reverse. All Guest tickets will become available for purchase once the Clayton Heights Grad class has had an opportunity to purchase tickets first.

All guests and hosts may be asked to meet with their Vice Principal before final approval.

1. Clayton Heights Graduate

I am aware that:

I am responsible for this guest the entire time we are at the function.

My guest must arrive and be admitted with me.

My guest and I must sit together during the dinner.

Clayton Heights administration will be contacting my parents regarding this application if there is a concern.

Name of Clayton Heights Grad (please print)

Student Number

Signature (I have read and agree to the above)

2. Parent of Clayton Heights Graduate

I believe this guest is a responsible person who will not cause any problems during the event.

I give my permission for this guest to attend the Grad event with my son/daughter.

Name of Clayton Heights Parent/Guardian

Signature (I have read and agree to the above)

3. Guest

I am aware that I will be a guest at a Clayton Heights Grad or Dry Grad function and as such I will abide by all their rules.

Print – Name of Guest

Grade

Guest's Signature

Age

Print – Name of Guest's Parent/Guardian

Guest's Parent Phone Number

Guest's Parent/Guardian Signature

Glue copy of Guest's Driver's license.

(no DL? ---glue copy of Go Card)

4. Administrator from Guest's School / Parent or Employer of a 19 years or older guest

This student is a responsible individual with a positive history at our school.

I feel they will abide by the rules and expectations of Clayton Heights. *(See back of this sheet)*

Guests School Name

Print – Name of Guest's Administrator

Phone Number

Administrator's Signature

5. Complete one of the following if Guest DOES NOT Attend a Secondary School

My guest attends Post-Secondary _____ (Name of Institution)

My Guest is employed _____ (Employer Name)

Last High School Attended _____

Applications are to be turned in to the Main Office. Late/incomplete applications MAY NOT be considered.

DEADLINE for requests is: Wednesday May 29th, 2024 @ 4:00 pm

Expectations:

- One guest per Clayton Heights Student
- The Grad fee for the Clayton Heights host student must be paid prior to the purchase of a ticket
- Host and Guest may be asked to attend a meeting with their VP before a guest ticket is purchased
- Host & guest will travel together on the Coach Bus to the event. There will be no admittance for those who arrive at the event with their own transportation.
- The host will accept responsibility for their guest while attending the event and agree that both will adhere to Clayton Heights Secondary rules and codes of conduct. Host and Guest must take direction from Supervisors/Chaperones at the event. If any problems arise, both will be asked to leave by taxi (at the Host family's expense). No refund will be provided.
- This is a NON-ALCOHOL event for all, regardless of age. Guests may be Breathalyzed.
- **Tickets for guests are non-refundable and non-transferable.** Guests must provide a photocopy of ID on this application and present the original on arrival at the event.

Rules of Clayton Heights Secondary:

- being under the influence of drugs or alcohol is not permitted
- possession or drinking of alcohol is not permitted
- possession or use of drugs is not permitted
- smoking or vaping or possession of either is not permitted
- swearing is not tolerated
- vandalism is not tolerated
- students and guests must treat school staff and facilities staff with respect

6. Clayton Heights Administrator

Parent Call

School/Employer Call

Attended Meeting

Approval

Clayton Heights Administrator Signature

Date

Media / website consent form

News Media

The Surrey School District occasionally receives requests from the news media to interview, photograph or video record individuals or groups of students in connection with news stories. Also, reporters are sometimes invited to schools to publicize events, as well as student and school successes.

There are great stories in our schools to share and as a public body, we attempt to cooperate with the media whenever possible. However, your right to personal privacy is our priority. Therefore, we ask that this consent form be signed and returned to the school so we can respect your wish for family privacy.

Yes, as the parent/guardian of the student named below, I give my consent to the publication/broadcast of his/her picture and/or name by the news media as described above.

No, as the parent/ guardian of the student named below, I do not give my consent for the publication or broadcast of his/her picture and/or name by the news media, when and where the school or school district has control over such activity.

(School & district staff cannot control news media access or photos/videos taken at public locations such as field trips, or school events open to the public, such as sports tournaments, student performances, school board meetings, etc.)

School / District Websites & Publications

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Surrey School District requires consent to use a student's full name and/or photograph/video in a public way, such as on school or district websites or in written publications such as brochures, reports and advertisements. **Therefore, your permission is requested to publicly post or publish your child's full name, photo or video of your child in connection with school or district activities for websites, brochures, reports or advertisements.**

Yes, as the parent or guardian of the student named below, I give my consent to the publication of his/her name, photo or video as described above.

No, as the parent or guardian of the student named below, I do not give my consent for the publication of his/her name, photo or video as described above.

(Consent for secondary school students is valid until graduation. Consent for elementary students is renewed annually. However, you may resubmit a new consent form to your school at any time to change your consent.)

Parent / Guardian Signature

Date

Secondary Student Signature

Date

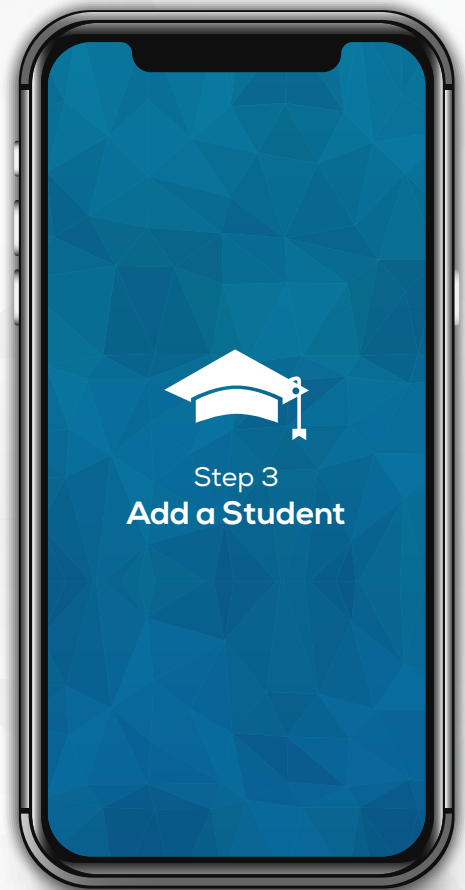
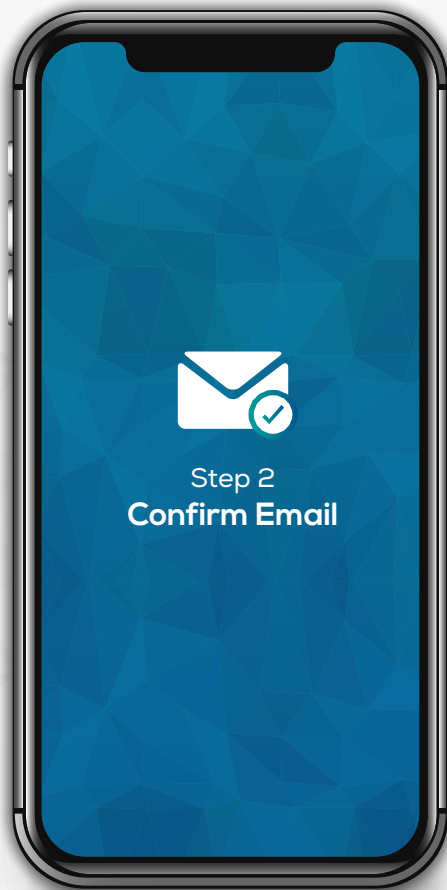
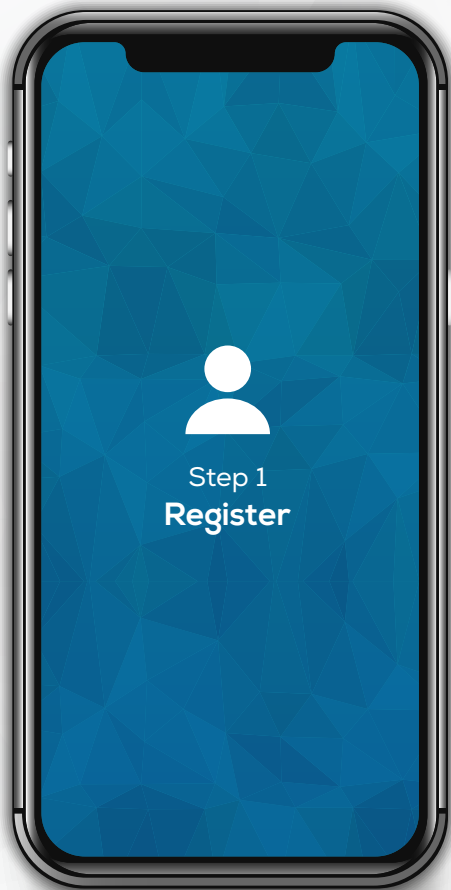
Student's Name (print): _____

Grade: _____

Welcome to SchoolCashOnline

Fast. Safe. Convenient.

For safety and efficiency reasons, Surrey Schools would like to reduce the amount of cash & cheques coming into our schools. 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.



How to Register

Go to Your School's Website and click on the Parents tab, and select Pay Fees Online from the drop down menu.

Click to REGISTER

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications

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 (check spam).

The confirmation link will open the School Cash Online site, prompting you to **sign into your account**. Use your email address and password to log in.

This step will connect your child to your account.

- Enter the **School Board Name**.
- Enter the **School Name**.
- Enter Your Child's **First Name, Last Name and Date of Birth**.
- 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.