

PARENT CONNECT REFERENCE GUIDE

Dear Arthur Wright Families:

Schools in the Seven Oaks School Division are using an online system called Parent Connect where all information provided from the school can be found.

Parent Connect will allow families to:

- Review attendance
- View report card
- Schedule Parent/Teacher Conference times
- View and edit demographics (guardian and emergency contact information, email address)
- View the school calendar
- View your child's current bus route information
- Send messages to teachers

It is important that families have a working email that they check regularly. Memos and communication from Arthur Wright School will come in the form of an email to families instead of paper memos.

We hope that this Parent Connect Resource Guide will be of help to you. Please keep this guide at home for future reference.

Please pay special attention to the Report Card section and the booking of conference times.

To access Parent Connect Authority and Passwords:

[Go to www.7oaks.org](http://www.7oaks.org)

Find the "Parents" tab on the top right-hand side of the home page. Click on the parent tab and then click on Parent Connect via email (you may add this as a favorite bookmark page for future use)

Since this is your first time logging in, enter your e-mail address and click on "Retrieve Initial Password" and a pop-up box will appear. You will be asked to re-enter your e-mail address and the system will send you a temporary password. Please ensure that your mobile device allows pop ups.

Once you have signed on successfully, parents are encouraged to change their password to ensure privacy.

Returning users – In Parent Connect, type in email address, password and click on student (if you have more than one student attending a Seven Oaks School Division school, click on "select a student" and pick the student you would like to view.

Online permission forms are available after August 31, 2022 (Emergency Procedure, Field Trip, Publication Authorization, Information Technology). Please make sure all your forms are completed online prior to your Parent/Teacher/Student orientation time. Once completed, forms will be effective as long as your child stays in the division, or you require a change to a response.

Changes to home address and home phone number must be done by our office.

E-mail Sign-On

PC-0000 | Version - 03.08.2010

Seven Oaks School Division
Community Begins Here

Powered by CIMS
ParentConnect

Register | District | Help

For security purposes it is recommended that you change your password from the default provided by the school division. If you have multiple students enrolled in the school division make sure you change the password in each student to keep them together. Forget my password will email you the passwords for each student. IMPORTANT: If using Internet Explorer, DO NOT save your password. The system will prevent you from signing in if you have already tried to save your password. go to Settings -> Delete Browser History - and delete your passwords.

Email Address:

Password: Hide sensitive

[Forgot My Password](#)
[Get Initial Password](#)

[How to sign in to ParentConnect - Instructions Document](#)

[How to add ParentConnect shortcut to your mobile device - CLICK HERE](#)

[Browser must allow popups in order for this product to function fully - CLICK HERE](#) - to find out how to allow popups

The system may ask you to change your temporary password by directing you to this screen. Please follow the instructions in order to make the first password change. Your new password will be sent to the e-mail address we have on file.

PC | Version - 03.08.2010

Help | Manage Password | Sign Out

Seven Oaks School Division
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AMBER TRAILS COMMUNITY SCHOOL
ParentConnect

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Change Password

In an effort to keep your information secure, there are some password requirements:

- Minimum 5 characters - Maximum 15 characters
- Must start with an alphabetical character
- Minimum of 3 numbers
- No spaces or special characters allowed
- Case sensitive

To change your password you must:

1. Enter your current password
2. Type in your new password
3. Re-enter the new password for confirmation
4. Select 'Save'

**** Please wait for the message confirming the password change before closing the window.**

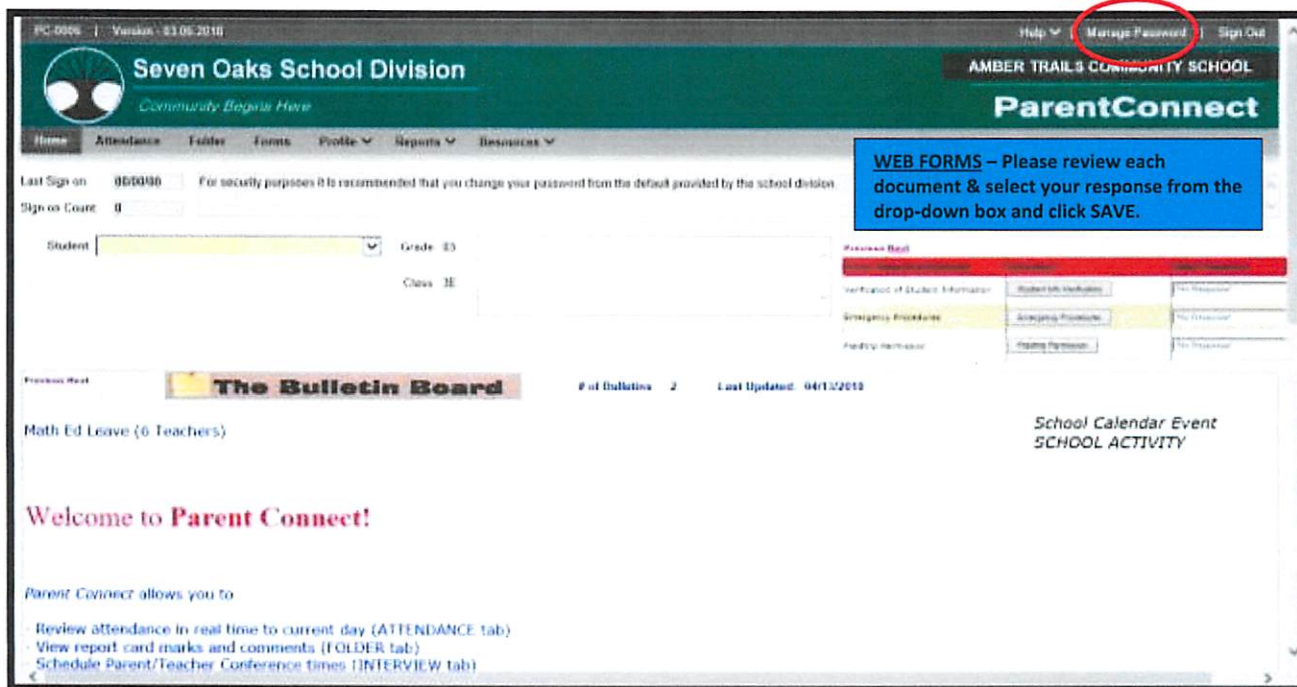
Current Password:

New Password:

Confirm New Password:

* Password is: aqwe@rward - must change password

You can change your password at any time by clicking on Manage Password, which can be found in the top right corner of the page.



Some features of *Parent Connect* include:

Attendance

Current attendance may be viewed by clicking on the **Attendance** tab. Attendance is entered twice daily, but may not be completely updated until the end of the school day.

Basic (Student Demographics – Editable)

The student's demographics (address, guardian and emergency contact information) are viewed from the **Profile** tab. Parent/guardian phone numbers and e-mail addresses, emergency contact phone numbers and contact names can be updated from this tab. Address changes must be done with the school office. **Note:** The primary guardian has the ability to change any contact information and telephone numbers. Additional guardians can only change their own contact details.

Report Cards

Parent Connect allows parents to view report card marks and comments once report cards have been posted. Click on the **Folder** tab, then click VIEW beside the report card you'd like to see. The most current report is at the top of the list.

Parent/Teacher Interviews

Parent Connect will allow you to schedule Parent/Teacher conference meetings at your convenience without having to call the school. You will be able to see available dates and times for your child's teacher(s) and coordinate meetings if you have more than one student attending Amber Trails School. Please see Page 4 for detailed instructions.

Web Forms

Every year, the school requires parental authorization for certain procedures which must be responded to on-line on the *Parent Connect* Bulletin Board or under the **Forms** tab. From the drop-down box, you must select one response and click save.

PARENT/TEACHER INTERVIEWER

The purpose of *Parent Connect Interview* is to give parents the opportunity to sign up for Parent/Teacher interviews online, based on pre-set dates and times. You will be notified of the date when you will be able to access the Interview function on *Parent Connect* prior to November and March Parent/Teacher/Student Conferences.

Click on the **Interview** tab to view and/or edit interview times. To avoid disappointment, book early.

The screenshot shows the 'Parent Connect Interview' interface. At the top, there is a navigation bar with 'Seven Oaks School Division' and 'ParentConnect'. Below this, there are tabs for 'Home', 'Attendance', 'Forms', 'Interview', 'Profile', 'Reports', and 'Resources'. The 'Interview' tab is selected. The main area contains a form for selecting a student, guardian, teacher, date, and time. Below the form, there are two tables. The first table is titled 'Teacher's schedule will be listed here...' and the second table is titled 'My Interview Schedule - All students - All schools'. The second table shows a grid for scheduling interviews.

The top left indicates student(s) and guardian(s). If you are a guardian or parent for more than one student, use drop-down button to select the appropriate student you want to schedule the interview for.

Once you select the date, time and teacher in the left table, the table on the right side of the screen will confirm what has been scheduled and will include all students in your family and the times selected.

Note: To see more dates/times, click on Next.

You may use the 'Limit to Date' and 'Start/Stop' for specific dates and times. For example, if you are only free for one evening, limit to this evening and the teachers' schedule for that time period will appear.

To see a more reader-friendly copy of your booked appointments, use the <Print> button to create a PDF copy. If you have more than one student, it will print each student on a separate page.

Contact the school at any time for assistance with *Parent Connect*.



SEVEN OAKS
SCHOOL DIVISION
Community begins here!

PARENT CONNECT ON-LINE PAYMENTS

Seven Oaks School Division is pleased to accept on-line payment through Parent Connect! Both Visa and MasterCard are accepted.

1. Choose the **Fees** tab drop-down after you have logged in to Parent Connect.
 - a. **Detail Fee History** will allow you to see all fees assessed, both paid and unpaid.
 - b. **Fees for Payment** will only show your outstanding fees.

2. If you chose **Detail Fee History**, click **Fees-Payment**.
 - a. Under the Pay Line column, click the lines you wish to pay.
NOTE: If the Pay Line box is greyed out, it is not available for on-line payment.
 - b. Press the green “**Ready to Pay**” button
 - c. You will be asked to confirm the payment amount: **Make a Payment to proceed** or **Close to cancel**.

3. Please read the screen for further information. You will be directed to a fully secure payment processing system. No credit card information is stored by Seven Oaks School Division.

4. Enter your credit card details and review the information provided. Click **Process Transaction**.

5. Your payment has been processed and you will be returned to Parent Connect where you will be able to print your receipt.

6. Thank you for your payment!

ARTHUR WRIGHT PARENT INFORMATION

With our children's safety and best interests in mind, please take note of the following:

If your child is sick, we ask that you please keep them home and call to inform us of the absence. The school requires that when a child has been ill, that they are a full 24 hours with no symptoms prior to their return.

It is important that we have up-to-date phone numbers/addresses in case we need to contact you in an emergency. Please inform the office in writing of any changes as soon as possible so we may update our records. A change of address requires two pieces of documentation that verify address, other than driver's license and Manitoba Health Card.

If your child is going to be absent or late, *please call the school at 204-632-6314 before 9:00 a.m.* The school has an answering machine. You can call any time to leave your message. Please provide your child's full name with spelling, the teacher's name, date and reason for absence.

If your child arrives at school late (after the 9 a.m. bell), please have your child report to the office to sign in before going to class, otherwise, we will be contacting you if you have not already made us aware that he/she will be late.

We encourage families to discuss what the end of day routine will be before coming to school so your child will know where he/she will be going at the end of the day. If you are making alternate arrangements for your child for after school, please write a note to the teacher to inform her/him. We require that this important information is relayed to the school by the parent/guardian.

We would ask that you call with messages for your child only if it is unavoidable. Alternatively, a voicemail for the teacher may be requested. In addition, if your child will be leaving the school for any reason prior to the 3:30 p.m. dismissal, we ask that the teacher or office be notified by the beginning of the school day, and that all parents report to the office when picking up. Please do not go to the classroom. These processes assist to limit disruptions to the children's classroom routine. If someone other than the legal guardians will be picking the child up, the school must be given the name of the individual who will be responsible, and ID must be shown. We thank you for your support with this request.

MORNING SUPERVISION: Morning supervision of students BEGINS at 8:45 a.m. Walking students or those dropped off by parents should not be here before that time as there is no supervision provided.

For safety reasons, there are no drop offs/pick ups permitted in the Staff Parking Lot or in the adjacent back lane at any time. Parents are asked to please park on the street and walk up to the property.

DAILY SCHEDULE

8:55 a.m. - Morning Bell

9:00 a.m. - School Begins

10:20 a.m. to 10:45 – First Nutrition Break

10:45 a.m. to 11:15 a.m. – Activity Break

12:35 p.m. to 1:30 p.m. – Lunch Break

3:30 p.m. - Dismissal – **IMPORTANT** - If you cannot pick up your child for 3:30 p.m. please make alternate arrangements as there is no after school supervision.

ALLERGIES: In consideration of students with allergies, please send snack and lunch items to school that DO NOT contain NUTS or FISH product.