



53117 Range Road 222, Ardrossan, AB T8E2M8
Phone: (780) 922-4522 Fax: (780) 922-2825
<http://hr.eics.ab.ca>

September 19, 2016

Dear Parents/Guardians,

This year Elk Island Catholic School Division are trying to simplify the completion and collection of forms required for your child. The following forms are now found online in the PowerSchool Public Portal:

1. Field Trip Annual Consent Form
2. Annual Student Responsible Use Agreement for Technology
3. Locker Use Agreement
4. 2016-2017 EICS Student Data Verification Form (if you have not already completed it)

These forms are extremely important documents and are required to be updated for every student each year. We would appreciate you completing and submitting these forms, for each of your children, as soon as possible.

To complete your forms online, please follow the instructions below:

1. Go to powerschool.eics.ab.ca/public
2. Login
3. Select "Student" (top left tabs) – must be done for each child
4. Select "Forms and Fees"
5. Select "Yearly Consent" to verify forms
6. Click on blue links to read forms:
 - Responsible Use of Technology
 - EICS One-to-One Usage Agreement
7. Click on drop-down box and give consent, then "Submit"
8. Click on "Field Trip Consent" and repeat steps 6-7 above
9. Click on "Locker Use Agreement" and repeat steps 6-7 above
10. Select "Student Data Verification Form"
11. Click on the link, under the title Data Verification Form, highlighted in blue "uncompleted form"
12. Follow prompts and instructions for completing the form
13. "Submit"

Please contact our school secretary, Mrs. Quenneville, at 780-922-4522 if you have any questions or require assistance.

Thank you for your attention to this important matter.

Sincerely,

Mr. Dumont, Principal