

August 15, 2022

St. Oscar Romero students, parents and caregivers,

Welcome to St. Oscar Romero for the 2022-2023 school year! We hope you are enjoying a restful and fun summer and we look forward to seeing you all in the coming weeks. We are thrilled to be starting this new school year, with a resounding hope for a healthy and memorable school year.

At this time, we wish to outline some important information and dates in the coming days

AUGUST 25	GRADE 12 ORIENTATION
AUGUST 26	GRADE 11 ORIENTATION
AUGUST 29-AUGUST 30	STAFF ONLY
AUGUST 31	GRADE 10 ORIENTATION
SEPTEMBER 1	EARLY DISMISSAL FOR ALL STUDENTS

Please refer to the 2022-2023 School Opening document which highlights times for student orientation, procedures for paying school fees, and course change instructions.

Parents are strongly encouraged to pay school fees on-line using the PowerSchool Parent Portal. Payment may also be made in person using debit, credit card or cash. Cheques are no longer accepted. If you need support in accessing your PowerSchool account, please contact the school office.

Our School Council invites you to get involved in our very vibrant School Council and Fundraising Society. Parents and caregivers will have the opportunity to volunteer for a casino later in the year, which provides many much needed resources for our students. **The Annual General Meeting will be held at 6:30pm on Monday, September 12th.** We need volunteers to join us for fundraising, and other important key roles, as well as members at large. Please consider donating your time for our monthly meetings.

We invite all parents to join us in person on **September 22nd for our Meet the Staff event at 6:30pm.** Please watch for more information about this in the coming weeks.

Enjoy these last few days of summer and we look forward to welcoming you all to St. Oscar Romero next week!

Sarah Mandolesi
Principal

Gosia M. Beringer
Assistant Principal

Bobby Szewczuk
Assistant Principal

We plant the seeds that one day will grow!



2022 – 2023 School Opening Information

Please find your timetable and locker information by logging into your student PowerSchool account after August 22, 2022.

Grade 11 and Grade 12 Orientation

Issuing of lockers, payment of fees, and photo taking for ID cards and school portraits.

August 25, 2022	Grade 12	8:30am-3:00pm
August 26, 2022	Grade 11	8:30am-3:00pm

Grade 10 Orientation

School tour, issuing of lockers, payment of fees, and photo taking for ID cards, and school portraits.

August 31, 2022	Grade 10	8:30am-3:00pm
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Timetable Changes – All Grades

Beginning Saturday, August 20th, parents/students can sign into [Conference Manager](#) to book an appointment for course changes. **The morning of August 25th is reserved for Grade 12 students only.** All other course changes will occur on the afternoon of August 25th and throughout the day on the 26th. **Please note, appointments can be booked in person or virtually via Teams.**

Due to the number of students enrolled in courses, timetable changes will be made only for the following reasons:

- Failed a pre-requisite course
- Completion of a Summer School course

To make a timetable change, appointments must be made through Conference Manager.

Grade Coordinator – Last Name A-K – Ms. Beringer
Grade Coordinator – Last Name L-Z – Mr. Szewczuk

If you have any questions about our school opening, please feel free to call us at 780-428-2705 or email us at 1028web@ecsd.net Our school office will re-open on Wednesday, August 17, 2022 at 9:00am.

We are so excited to see you all very soon!
Saint Oscar Romero Staff

We plant the seeds that one day will grow!



St. Oscar Romero High School Conference Manager

Students are asked to use Conference Manager to schedule their course changes, if required. Grade Coordinators will be meeting with students either in person or via Teams.

Ms. Beringer – Students with last name A – K

Mr. Szewczuk – Students with last name L – Z

August 25 – AM - Grade 12

August 25 – PM – All Grades

August 26 – All Grades

STEP 1

- Register at <https://romero-edm.schoolsoft.com>
- Do not include “www” in the URL
- Click the REGISTER NOW button and complete the registration information form
- Your login credentials (email and password) will remain in the system to make it easy to access Conference Manager in the future
- Add **appointments@schoolsoft.com** to your email address book to ensure your confirmation and appointment schedule does not go into your junk folder

STEP 2

- Conference Manager Opens to Parents – **Saturday, August 20th, 2022, at 6:00 a.m.**
- You can access the Parent Login Page using the link in the Confirmation Email or by visiting <https://romero-edm.schoolsoft.com>

STEP 3

- Book your appointment
- After booking your appointments you can print off your schedule or refer to the confirmation email
- You can log into the system at any time to view your bookings, print, cancel, or re-schedule appointments.

How to Create a Parent PowerSchool Account

All parents/guardians of students MUST have their own PowerSchool account. School fees can be paid through the Parent account and report cards can only be accessed through the Parent Powerschool account. You do not need to create a new account if you already have an existing account. If you do need help to reset your password, please contact the school at 780-428-2705.



Welcome to the PowerSchool Parent/Student Portal

<https://powerschool.ecsd.net/>

Welcome to Edmonton Catholic Schools' PowerSchool parent and student portal. This secure website allows parents and students to access attendance and student information.

Type <https://powerschool.ecsd.net> in the address field of your internet browser then click on the "Create Account" button. Once you have entered the required parent information, you will then need to enter the Parent AccessID and Parent Access Password provided below to link your child to your account.

Please Note: You can now link multiple children to one account. PowerSchool will also now allow multi-user accounts. This means that parents can create their own accounts and link their children to them. The same Parent AccessID and Parent Access Code is used.

Students do not need to create a new account.

To the Parent/Guardian of: **Jane Doe**

Parent AccessID: **JaneD**

Parent Access Password: **5V3X6Y**

How to Create a Parent PowerSchool Account

PowerSchool is a secure website that allows students and parents access to student attendance records, grades, school fees, and other information.

In your internet browser go to the following website address: <https://powerschool.ecsd.net>

Click on **Create Account** and enter the information required below:

Create Parent Account

First Name		Parent's first name
Last Name		Parent's last name
Email		Parent's email address
Desired Username		Unique parent username
Password		password
Re-enter Password		password

Password must:
•Be at least 6 characters long

Each parent account must use a unique email address

The username is what you will use to log-in to PowerSchool once you've created an account

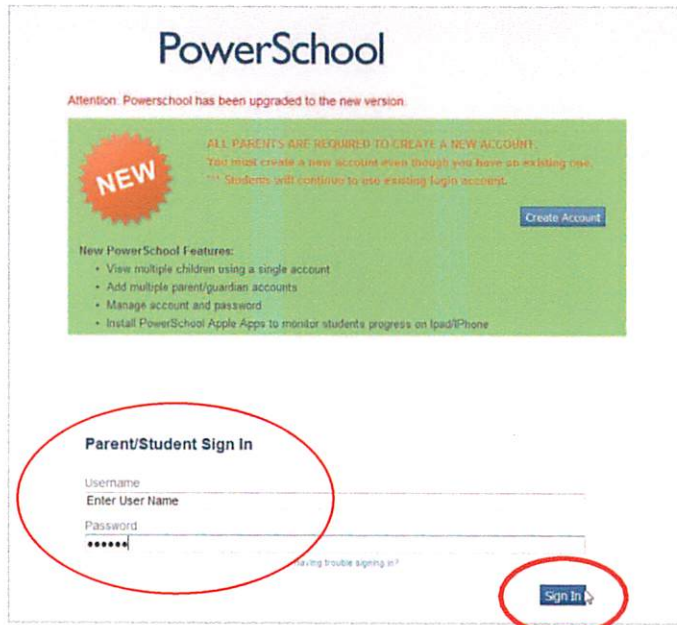
Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1			
Student Name		Child's first and last name	
Access ID		Parent Access ID	Put in the information from the attached Form.
Access Password		Parent Access Password	
Relationship		-- Choose --	

PowerSchool On-Line Payments

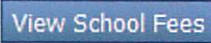
1. Log in to PowerSchool at: <https://powerschool.ecsd.net/public/>

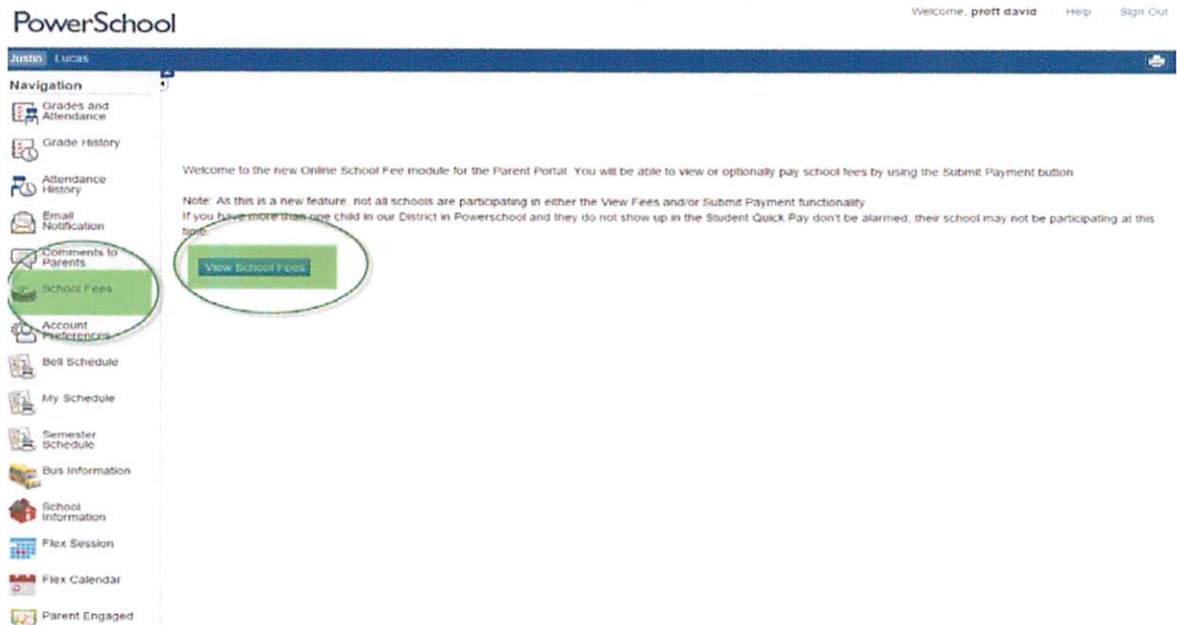


The image shows the PowerSchool login page. At the top, it says "PowerSchool" and "Attention: Powerschool has been upgraded to the new version." Below this is a green box with a red starburst that says "NEW". Inside the green box, it says "ALL PARENTS ARE REQUIRED TO CREATE A NEW ACCOUNT. You must create a new account even though you have an existing one. *** Students will continue to use existing login account." There is a "Create Account" button. Below the green box, it lists "New PowerSchool Features:" with bullet points: "View multiple children using a single account", "Add multiple parent/guardian accounts", "Manage account and password", and "Install PowerSchool Apple Apps to monitor students progress on iPad/iPhone". At the bottom, there is a "Parent/Student Sign In" section with fields for "Username" (labeled "Enter User Name") and "Password". A red circle highlights the "Sign In" button.

2. Enter your **Username** and **Password** in the 'Parent/Student Sign In'

3. Click on 

4. Select '**School Fees**' from the Navigation Menu and then click on  to connect to the Student Quick Pay website.



The image shows the PowerSchool dashboard. At the top, it says "PowerSchool" and "Welcome, proff david". Below this is a navigation menu on the left with items: "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Comments to Parents", "School Fees", "Account Management", "Bell Schedule", "My Schedule", "Semester Schedule", "Bus Information", "School Information", "Flex Session", "Flex Calendar", and "Parent Engaged". The "School Fees" item is highlighted with a green circle. In the main content area, there is a green button labeled "View School Fees" which is also circled in green. Below the button, there is a note: "Note: As this is a new feature, not all schools are participating in either the View Fees and/or Submit Payment functionality. If you have more than one child in our District in Powerschool and they do not show up in the Student Quick Pay don't be alarmed, their school may not be participating at this time."

5. Select the Student's tab to view itemized fee details

https://www.studentquickpay.com/ECSD/MyAccount/Main.aspx - Windows Internet Explorer



EDMONTON CATHOLIC SCHOOLS



CART
\$0.00

[View Cart](#)
[Checkout](#)

[Summary](#)
[Adrian](#)

[Edit Settings](#)
[Students](#)
[My Orders](#)

SUMMARY

To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

Student ID	Name	Grade	School	Due
1234567	Adrian Sample	7	Father Michael Troy Junior High School	\$250.00

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[Terms and Conditions](#)
[Refund Policy](#)




6. Click to Add specific items to the Cart or choose to Add ALL at once



EDMONTON CATHOLIC SCHOOLS

>> Log Off



CART

\$0.00

View Cart

Checkout

Summary

Adrian





Edit Settings

Students

My Orders

Adrian Sample

1234567 Grade: 7

SCHOOL FEES

\$0.00

ADDITIONAL ITEMS

\$0.00

TOTAL DUE

\$0.00

School Fees Due Now

Future Charges

Paid

	Due Now	
Student Handbook (Agenda)	\$15.00	16-Aug-2012
Fitness	\$10.00	16-Aug-2012
General Fees	\$50.00	16-Aug-2012
Student Council	\$15.00	16-Aug-2012
TBR	\$70.00	16-Aug-2012
Retreat Fieldtrip - Gr. 7	\$15.00	16-Aug-2012
Yearbook	\$15.00	16-Aug-2012
Multi option Gr 7	\$60.00	16-Aug-2012
Total Due:	\$250.00	

Add All to Cart

Add to Cart

Add to Cart

Add to Cart

Add to Cart

Add to Cart

Add to Cart

Add to Cart

Additional Items

7. Enter the credit card information and Submit Payment



EDMONTON CATHOLIC SCHOOLS



Payment Details

Choose Payment Type:

[Manage Saved Cards](#)

☒ Credit Card

☐ INTERAC® Online  [Online](#)

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date /

CVD (# on back of card)

Payment Amount: **\$47.00** CDN

[Cancel](#) [Submit Payment](#)

Adam Sample	Due	Pay
2014/2015		
Bus Pass \$47.00		
June ETS reg	\$47.00	\$47.00
Student Total:		\$47.00
Payment Amount:		\$47.00

Please note you can also pay by Debit card.