



MIDDLEFIELD COLLEGIATE INSTITUTE

525 Highglen Avenue
Markham, Ontario
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June 29, 2017

Dear Student, Parents/Guardians,

Congratulations for completing a successful school year. Enclosed with this letter is your Semester 2 Report Card. Please check to ensure that the information is accurate and reflective of your achievements. Should you have any concerns, please feel free to contact the school between 8:00 a.m. to 3:30 p.m. Mondays to Thursdays.

For students who are returning to Middlefield C.I. in September, please note that **Registration Day** for the 2017-2018 school year will take place on **Tuesday, August 29, 2017 between 10:00 a.m. and 3:00 p.m.** The first day of school for students in grades 10-12 is **Wednesday, September 6, 2017** from 8:30 a.m. to 3:10 p.m.

Middlefield C.I. is fully moving to School Cash Online. This system will be available for registration and payment after July 10th, 2017. **Please ensure that your child is registered on School Cash Online and that you have paid any chosen fees by Monday, August 21st, 2017.**

Students must bring their School Cash Online receipt to the Registration Day (Tuesday, August 29, 2017) in order to:

- receive their timetable for the 2016-2017 school year (full details);
- have their photo taken for the student ID card;
- receive the MCI Student Agenda book;
- purchase uniforms for Physical Education courses
- purchase the student discount card

School fees are as follow. While items are optional, we encourage everyone to pay the Student Activity Fee as it covers the many costs associated with running school clubs and events throughout the year. All MCI students taking Physical Education classes wear the uniform. The yearbook is a great collection of memories to cherish in your older years. The SPC card provides discounts at many retail stores.

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| • Student Activity fee – student ID card, the student agenda book, participation in/contribution to school events | \$ 40 |
| • Physical Education uniform (students may already have these items) | |
| ➤ long-sleeves T-shirt | \$ 15 |
| ➤ short-sleeves T-shirt | \$ 12 |
| ➤ sport shorts | \$ 13 |
| • Yearbook | \$ 35 |
| • Student Price Card | \$ 10 |

Please see the reverse of this letter for instructions on how to register for School Cash Online.

The new school year promises to be filled with wonderful learning opportunities. We wish you a safe and enjoyable summer and we look forward to seeing you soon!

Sincerely,

Aline Daniel
Principal

Susan Maharaj
Vice-Principal

Tanya-Lynn Paul
Vice-Principal

George Tsigaridis
Vice-Principal

School Cash Online Registration/Payment Information

To view a presentation about the program, go to <http://www.kevsoftware.com/movies/ParentRegEnglish/>.

To register you will need your child's student number.

Step 1: Register

- a) Click on the following link: [School Cash Online](#), and select the “*Get Started Today*” button.
- b) Complete each of the three Registration Steps

***For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.**

Step 2: Confirmation Email

A registration confirmation email will be automatically forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.

Step 3: Find Student

*e.g. [Your Student's Name](#)
[Your Student's Student Number 123456789](#)*

This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Student # and Last Name
- d) Select *Continue*
- e) On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- f) Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select “*Add Another Student*” option and repeat the steps above. Up to five children can be added to one parent account.

If you do not wish to add additional children, select “*View Items For Students*” option. A listing of available items for purchase will be displayed.

NEED HELP WITH SCHOOL CASH ONLINE?

If you require assistance, select the *GET HELP* option in the top right hand corner of the screen or contact School Cash Online – Parent Help Desk at 1-866-961-1803 or parenthelp@schoolcashionline.com.