



Howick Elementary School  
5 Lambton, Howick, QC J0S 1G0  
Tel: 450-825-2606 Fax: 450-825-2351

August 27<sup>th</sup>, 2020

Dear Parents/Guardians:

Most of you already have an account on the parent portal, but as a refresher and for our new parents, I have attached a quick reference guide on the parent portal. To create an account, you will have to use the email address we have on file and have the following information on hand:

School Board: New Frontiers

Student's name: [Student]

Student's ID Number: [Id. number]

**\*\*\*Transportation information for those eligible for a bus, can now be found in the Yellow Record square, under the Documents tab.**

The invoices are being updated daily for the first few weeks, but for your convenience, I have attached Kayleen's invoice to this email. Please note that if you have made a payment in the last few days or if you have made changes regarding daycare, it may not be on it right now, but will be updated as soon as I get the information.

Here are the steps to pay your invoice through online banking:

- \* Log into you online banking account
- \* Under pay a bill, select add a payee
- \* Do a search for New Frontiers
- \* You will have 3 options : -Daycare -School Taxes -School Fees
- \* Select School Fees
- \* Enter the payer's internet reference number found on your invoice (Please be mindful that each parent has a different reference number for each child and these numbers change when you move from one school to another)
- \* Pay the fee from your bank of account

Thank you!

Sylvie Raithby  
Howick School Secretary  
450-825-2606

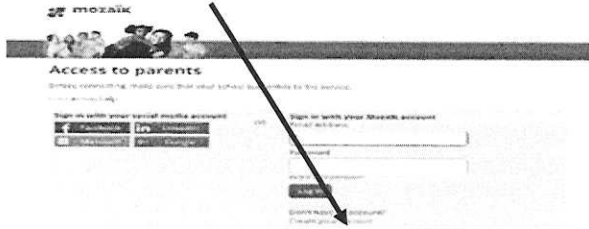
# Parent Portal Quick Guide

## Creating your account

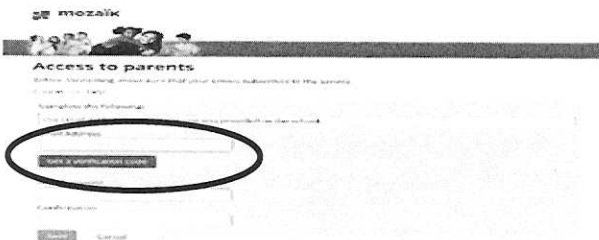
Go to [www.parentportal.ca](http://www.parentportal.ca)  
Click on the **Log in** button.



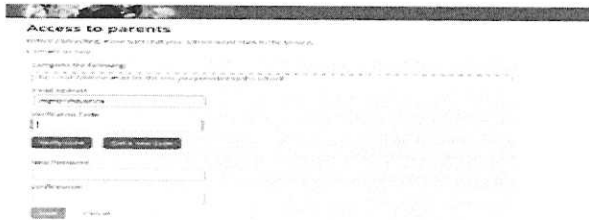
Click on the **Create your account** link.



Enter the email address the school has on file for your child.  
Click on **Get a verification code**.  
Look in your email account for a verification code from:  
-Mozaik Accès aux parents account email verification code



Enter the verification code and click on **Verify code**.  
Create a password. Click **Save**.



Click on **Click here to fill in the form**.

Fill in the information needed.  
You can find your child's permanent code on their eligibility certificate or contact the office to get their ID number.  
Once all fields are filled in, click on **Submit**.



## Recording your child's absence

Log into your parent portal account.

Please press the **Absence** button.



**Planned absences**

Notify the school of a planned absence

Under the grey **Planned absences** line, you need to click on **Notify the school of a planned absence**.

Choose the date of the absence. This may be done in advance and not just the day of.  
Pick a type of absence

**Planned absences**

Notify the school of a planned absence

Absence for: 25 September 2019, Wednesday, September 25<sup>th</sup>, 2019

Choose a type of absence

Other (Explanation mandatory)  
Will leave early  
Part of the day  
Maximum 200 characters

Other (Explanation mandatory) and explain the reason below.  
Once that is done, you can press the **Submit** button.

**Planned absences**

Notify the school of a planned absence

Absence for: 25 September 2019, Wednesday, September 25<sup>th</sup>, 2019

At all

My child will be absent all day

Other (Explanation mandatory)

My child will leave early

Part of the day

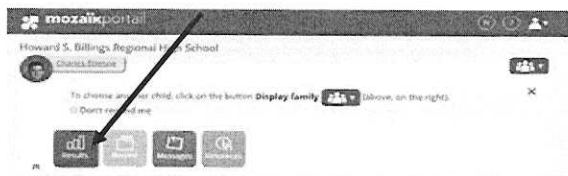
Maximum 200 characters

**Submit**

## Report Card viewing

Log into your parent portal account.

Please press the **Results** button.



**Report cards**

Ministry results Results and assessments Report cards

2018 - 2019

First communications

2017 - 2018

Third term report card

Under the grey result line, you will see 3 options, you need to click on the third one, **Report cards**.

All your child's NFSB report cards should be listed.

Please click on the blue links to see a PDF version.

**Some parents have indicated that they are having trouble viewing the reports on their portable devices. You may need to use a computer to see your child's report card due to PDF compatibility issues.**