## **Annunciation Catholic Elementary School**

9325 165 Street NW Edmonton, AB T5R 2S5 **780-484-4319** 

annunciation.ecsd.net

Edmonton, AB T5R 2S5 💌 annunciation@ecsd.net

Dear Parents & Guardians,

This year we will be asking you to pay your child's school fees and field trips online by credit card or debit.

Please find the instructions below:

## ON-LINE FEE PAYMENT INSTRUCTIONS

- Log in to PowerSchool at: <a href="https://powerschool.ecsd.net/public/">https://powerschool.ecsd.net/public/</a>
  For parents who have not yet logged into PowerSchool please find attached your Parent Access ID and Password information sheet. If you have any questions, please do not hesitate to contact our office at 780-484-4319
- Select 'School Fees' from the Navigation Menu and then click on to connect to the Student Quick Pay website.
- 3. Select the Student's tab to view itemized fee details
- 4. Click to add specific items to the Cart or choose to Add All at once
- 5. Once selected, View Cart or proceed to Checkout
- 6. Enter the credit card information and Submit Payment

We encourage you to use this option for payment. If you would prefer to send your payment in by cash we will accept that as well, no cheques will be accepted.

Thank you for your assistance with this.

Kind regards,

Karen Molyneux Principal Annunciation