

Dear LCI Families,

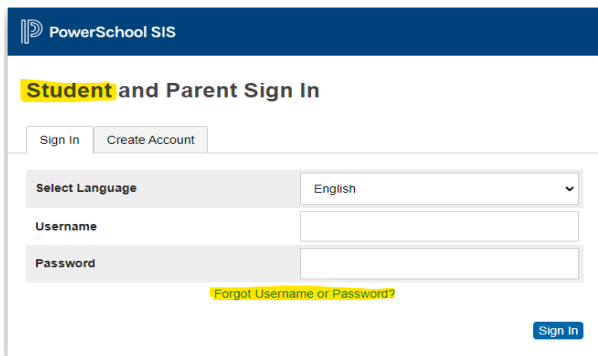
Students and families of LCI, we are excited to get the school going and we hope you have all had a wonderful summer.

This document is your guide for gr. 10-12 students timetable changes. Please read and follow this guide step by step to change your classes. Some of these steps can be done ahead of time to reduce stress on your scheduled day.

Step 1: Beginning Aug 21, make sure your Power School STUDENT login works. Students can login in at <https://ps.lethsd.ab.ca/public/>. If you forgot your username or password, use the “forgot password” link at the bottom of the webpage. You will get an email to your LethSD school email address.

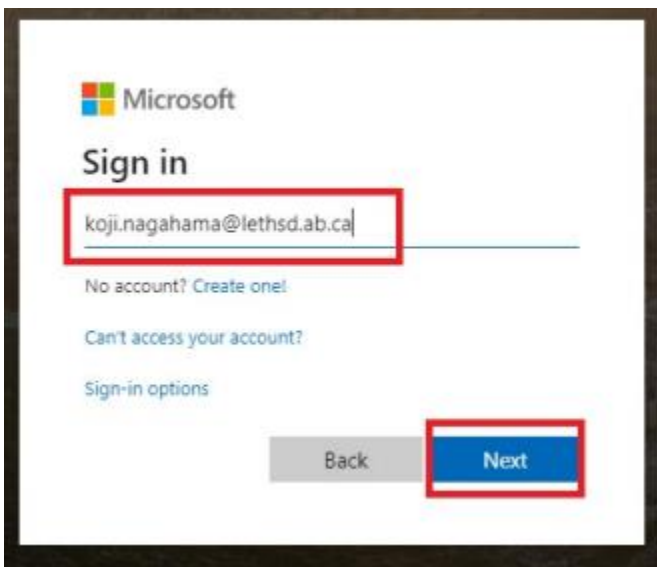
Your school email address format: firstname.lastnamegradyear@lethsd.ab.ca

EX: Gordon.vatcher26@lethsd.ab.ca

A screenshot of the PowerSchool SIS login page. The page has a blue header with the PowerSchool SIS logo. Below the header, there is a yellow banner that says "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs, there is a "Select Language" dropdown menu set to "English". There are two input fields for "Username" and "Password". Below the password field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a blue "Sign In" button.

If you do not receive a link in your school email (student), then you can contact the school at 403-328-9606

Step 2: Beginning Aug 29, Gr. 10-12 students will complete timetable changes through TEAMS. To message in TEAMS, students must login to www.office.com. Enter your full LethSD email address and password. The same one you use to login to computers at school. Click next to continue. If you are a new student, please call the school office for this information.

A screenshot of the Microsoft Sign in page. The page has the Microsoft logo at the top left. Below the logo, there is a "Sign in" heading. There is an input field for the email address, which contains "koji.nagahama@lethsd.ab.ca". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red box.

If you are a current student and need password assistance, then you can contact the school at 403-328-9606.

Step 3: This step is grade level and date dependent:

August 29 PowerSchool opens for all students to view their current timetables at home. You will be able to see the timetable on the LCI website. See important dates of who to contact and your grade level time slot. **NO CHANGES AT THE SCHOOL**

Gr. 12 student timetable changes will be on August 29 via TEAMS.

Gr. 11 student timetable changes will be on August 30 via TEAMS.

Gr. 10 student timetable changes will be on August 31 via TEAMS.

ALL GRADES WILL CONTACT THE FOLLOW STAFF MEMBER FOR CHANGES ON THEIR GRADE SPECIFIC DAY. CONTACT THEM THROUGH TEAMS.
Last Name A-D Contact Elaine Jacklynn through teams
Last Name E-I Contact Robin Mackenzie through teams
Last Name J-M Contact Kyle Mckenzie through teams
Last Name N-Q Contact Wayne Pallett through teams
Last Name R-U Contact Katrina van der Meer through teams
Last Name V-Z Contact Gordon Vatcher through teams

You will make any changes with this person during your date. We will not be doing changes at the school to avoid long lines.

Step 4: Come to LCI learning commons for your school pictures and school ID card.

PICTURE TIME SLOT- ALL STUDENTS (LEARNING COMMONS)
Gr. 12 on Aug 30 from 8:30- 12:00
Gr. 11 on Aug 30 from 12:45-4:15
Gr. 10 on Aug 31 from 8:30- 12:00
Gr. 9 on Aug 31 from 12:45-4:15