**Transcripts** 

### Attendance

**Today**—shows student's timetable, office entries (made after parent contact re. lates or absences) and teachers' attendance entries.

**History**—shows days that student was late, absent or ill during whole days or single periods.

**Notes**—these are entered by the admin assistants if you have contacted the school about excused lates or absences. Any "special items" to do with attendance, are recorded here.

**Summary**—gives totals of absences, excused absences and lates by class.

### Achievement

**Topic Based**—this page allows guardian's to choose a course and term, then click GO. This will give the teacher's comments, the overall current term mark and the final examination mark.

**Note**: the current mark is in the current term, so if you are in term 2 and chose term 1 it will show what the grade was mid-November, not the current mark.

Courses—shows the credits the student has completed, mark (70% term work & 30% final exam), exam mark (only if a Provincial Exam), Final Mark (may be blank, mark is what transcript records to Province), Compulsory (signifies if needed for graduation), Absent/Excused/Late totals, Possible (number of days students had classes).

**Summary**—shows the number of credits required for graduation broken down by Compulsory (16 or 17), Optional (13), and Required (Grade 9 ELA).

### **Transportation**

Fort La Bosse School Division is currently transferring all student bus information over to our admin system. This will soon allow parents to view this information on-line.

**Transportation**—shows whether student is an eligible bus student or not.

**Pickup**—shows pick up time, bus driver's name, route number and location of pick up.

**Drop Off**— shows drop off time, bus driver's name, route number and location of drop off.

## Elkhorn School

# Maplewood Online Parent / Student Access



## **Elkhorn School**

112 Tralee St Elkhorn, MB R0M 0N0 845-2118 (call) 845-2476 (fax)

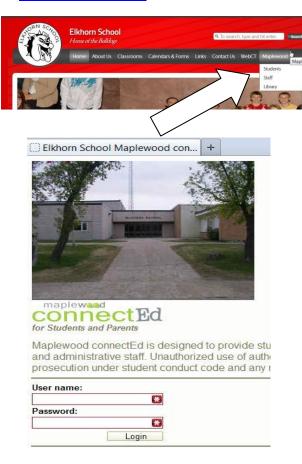
ktutthill@flbsd.mb.ca

In order to print some pages you will need a .pdf reader. You can download a free copy at <a href="https://www.adobe.com">www.adobe.com</a>

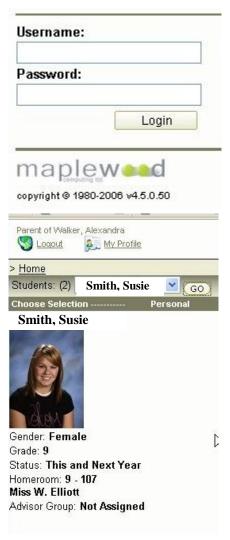
## Logging In to the Maplewood Web Portal

## Logging in:

You can access our school website at: elkhorn.flbsd.mb.ca and look for the link:



The first time that you log into the system it SHOULD prompt you to change your password. Once you reach the portal site you will enter your username and password:



If you find any info that looks inaccurate please contact the school so that we can update it!

ktutthill@flbsd.mb.ca

#### **Menus**

Along the top of the web pages are a variety of menus. Each menu has 2 to 4 links of pages to go to. Click on the page in the menu you wish to go visit.



**Information**—this page has the main guardian's address, student's birth date, main guardian's telephone number and the student's Manitoba Education and Training Number.

**Parents**—this page has the home and/or work contact information for all guardians.

**Medical**—this page has information about Emergency contacts, Family Doctor's name, Insurance Information (MB Health's 9 digit only), and Emergency notes (ex. Allergies or other serious health concerns requiring a URIS plan).



You can change passwords, etc by clicking on the *My Profile* link.