



# St. Mary's School

*Companions with Christ on a journey toward excellence ... Providing a learning environment permeated by Catholic Values*

Chuck Hellman (Principal)

Pat Weisgerber (Vice Principal)

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Dear Parent/Guardian:

To improve communication between school and our parent/guardians, St. Mary's School has gone live with a program called "HomeLogic". This online program allows parents/guardians to check their child's progress throughout the school year. The following information can be viewed about your child.

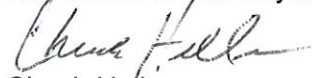
1. Attendance – this will be live where you will see the date and reason for the absence. The homeroom teacher will have taken attendance in the morning/afternoon, so if your child is absent, you will be able to see this right away.
2. Grades – All marks on assignments, quizzes, exams, and any other items that are used for marks can be viewed.
3. Fees – Any outstanding fees can be viewed.

NOTE: To minimize the amount of telephone calls that we receive throughout the year, we ask that you give the teachers 3 weeks to post the marks on any of the assignments, quizzes, exams, etc. Please do not call to have the information updated as the teacher needs to wait until all students have completed assignment, mark the assignment, review it in class, and then record it. All of this takes time, so your patience is really appreciated. If you have any questions, we ask that you e-mail the teacher by going to our website ([www.stmarymh.ca](http://www.stmarymh.ca)) where you can find all the teacher's e-mail addresses.

Report cards will continue to be sent home with students throughout the year and mailed home at the end of June. Parent-Teacher interviews will continue as scheduled. All of these dates are available in the Student Handbook or our website in PDF format.

The HomeLogic system is now up and running. Thank you for your patience while we implemented this new system.

On the back of this page are directions on how to set up your account so that you can obtain a username and password. You will need a valid e-mail address to access this program, If you have not provided the school with an e-mail address, when you register you can enter the e-mail address necessary for this program. PLEASE DO NO SHARE THIS USERNAME AND PASSWORD with anyone except your spouse.



Chuck Hellman  
Principal  
St. Mary's School



**STEP BY STEP DIRECTIONS FOR REGISTERING FOR "HOMOLOGIC"**

1. Go to the HomeLogic home page at <http://sm.mhcbe.ab.ca/homelogic/> (we have put two direct links on our homepage).
2. Choose St. Mary's School from the drop down menu.
3. On the bottom right hand corner click on New User.
4. On the new user screen, click next after selecting St. Mary's School.
5. Select Parent/Guardian tab, click next.
6. The self registration fields are derived from the information provided on registration forms:
  - a. Enter your first/last name.
  - b. Enter your child's legal first/middle/last name.
  - c. Enter your child's birthday.
  - d. Select gener.
  - e. Enter the 4 digit student ID number (found on student timetables, report cards, etc.), or you can contact the school for that number.
7. Click on the register button. You will then see the e-mail address you provided to us on the registration form. If it is incorrect, or you do not have one, you have the option to change/enter it here. You must have a valid e-mail address to set up an account.
8. Once completed, you will see a message stating:

*Self registration successful.*

*Your new Login Name and Password have been e-mailed to your e-mail address on file.*

*Please check "junk mail".*

*Please contact the school if you do not receive the e-mail.*