

Fee Details

SCHOOL CASH ONLINE CONSENT FORM - 2016/2017

School District No. 62 (Sooke)

STEP 1: Sign into your account (if new, sign up). <https://sd62.schoolcashonline.com/>

STEP 2: Go to Items list. Scroll down to: Complete SCHOOL CASH ONLINE Consent Form. Add to cart.
(YOU MUST wait 1 wk to complete Step 3- BELOW)

STEP 3: Sign into your account and go to My Account tab.

STEP 4: Select students to add to your account.

Information required to add your student:

Student Last Name, Student Date of Birth, Student PEN Number

(Student PEN #can be found on student report cards OR email schoolcasheschool@sd62.bc.ca for assistance)

STEP 5: Make payment for on-line fee(s).

PLEASE NOTE: STEP 3 can only be completed AFTER the District upload of consents has been completed.

The uploads **will** occur each Friday for all consents completed PRIOR TO 9:00PM PST the Sunday before.