

Submitting your Online Forms

1. Log into your Parent Portal Account. ([CLICK HERE](#) to access the sign-in). You will need to navigate to the section on the left called Student Fees/Rycor Forms. You may have to choose your child's tab at the top if you have more than one child attending. If you don't have a Parent Portal account set up, or you have forgotten your username/password, please call your child's school office.

Summary

Student ID	Name	Grade	School	Due
[REDACTED]	[REDACTED]	11	Lindsay Thurber Comprehensive High School	\$0.00
[REDACTED]	[REDACTED]	12	Lindsay Thurber Comprehensive High School	\$0.00

Navigation

- Grades and Attendance
- RSVP
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- Grade History
- Attendance History
- Email Notification
- Teacher Comments
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- Class Registration
- My Schedule
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- Student Fees / Online Forms
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Grades and Attendance

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	
0(1-2)										
1(1-2)										
2(1-2)										
3(1-2)										
3(1-2)	-	-	-	-						
5(1-2)										
5(1-2)	-	-	-	-						
7(1-2)	-	-	-	-						
8(1-2)										

2. Choose the Rock the Diploma section to access various RTD course forms.

Summary

Due Now Future Charges Paid Completed Forms

Lindsay Thurber Comprehensive High School

Additional Items In Cart

New Items Rock The Diploma

Select Rock the Diplomas to access the different course forms.

- City Transit 21/22
- LT - Parking Pass 21/22
- Wet Nose Pet Supplies
- Sports Academy Application

- After selecting the “Rock the Diploma” section, the course forms available will show. Select the applicable form(s) you want to submit.

The screenshot shows the Rock the Diploma website interface. At the top, there is a navigation bar with the Red Deer Public Schools logo, a shopping cart icon showing \$0.00, and a menu icon. Below the navigation bar, there is a user profile section with a redacted name and a 'Summary' button. A blue banner identifies the user as 'Lindsay Thurber Comprehensive High School'. Below this, there is a section for 'Additional Items In Cart' which is currently empty. A 'New Items' section is titled 'Rock The Diploma' and displays a grid of course cards. Each card features the 'Rock the Diploma' logo and the course name: English 30-1, Social 30-1, Math 30-1, Math 30-2, Biology 30 (Option A), Biology 30 (Option B), Chemistry 30, and Physics 30. A red arrow points to the 'Biology 30 (Option A)' card with the text 'Choose applicable form to submit.'

- The form will open on your screen. Some areas (such as the student name) may auto-populate. Carefully review all the information (as well as links) and complete all areas. Many parts of the form will be mandatory and you will not be able to submit it without answering those sections. When you are done, select “Submit” or “Add to Cart”, whichever is available.

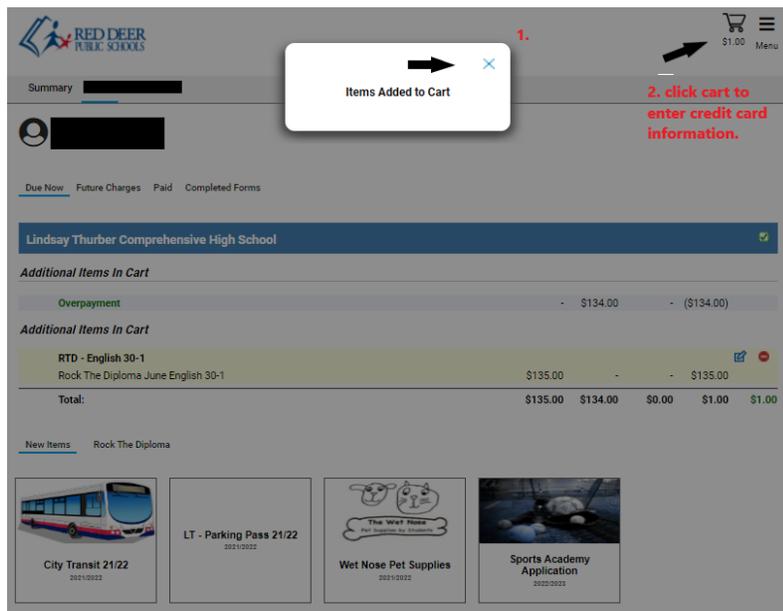
The screenshot shows the registration form for English 30-1. The form title is 'Rock the Diploma - June - English 30-1'. It features the Lindsay Career Centre and Rock the Diploma logos. The registration details state: 'You are registering for English 30 - 1, being held June 10,11,12. The cost of this course is \$135.' The times for the weekend are: Friday 6:00 - 9:30 p.m., Saturday 10:00 a.m. - 4:00 p.m., and Sunday 10:00 a.m. - 4:00 p.m. A note states: 'To secure your spot, you must pay online when submitting this form. (Visa, Mastercard, Visa Debit, Mastercard Debit accepted). If you need to make alternate payment arrangements, please contact the Lindsay Thurber Career Centre directly (403-356-5315). Please note, you will receive an email the day prior to your course start date, with details of what to bring, room number, etc.' Below this is a section for 'General Information for Rock the Diploma Power Weekends' which explains that two 'power weekends' of diploma prep are offered to Central Alberta high school students at Lindsay Thurber High School, with a cost of \$135.00 per course. It also notes that a minimum of 25 participants is required and that RTD teachers are certified curriculum leaders. A refund policy is provided: 'Please note that refunds will not be given unless the spot can be filled from a waiting list. At such time, the refund will be subject to a \$25.00 administration fee.' A note about waiting lists states: 'If you receive a message that the class is full, you may register on the Wait List form for that subject. You will not be asked to pay for the course at that time. If a spot becomes available, you will be notified. If there is sufficient interest, an additional class may be scheduled.' The form includes a 'STUDENT Registration Information' section with fields for Student LAST name (Lorenson), Student FIRST name (Ava), Address (32 Brown Close), City (Red Deer), Postal Code (T4R 1K4), Home Phone, Student Phone (cell), Primary Email Address, Secondary Email Address, and Current High School. A 'Course Selection' section has a checkbox for 'Please register me for English 30 - 1, being held June 10,11,12' and a field for 'Briefly indicate any information we should be aware of (i.e. medical condition, special requests)'. There is also an 'Office use only' section. At the bottom, there are 'Cancel' and 'Add to Cart' buttons. Red text instructions at the bottom of the form read: 'Select the "Add to Cart" button below. Click on the Cart (top right of screen) Add credit card information (the form will not submit unless payment is made) Please watch for your email confirmation.'

5. Once you submit the form, a white box will appear telling you your form was submitted successfully.

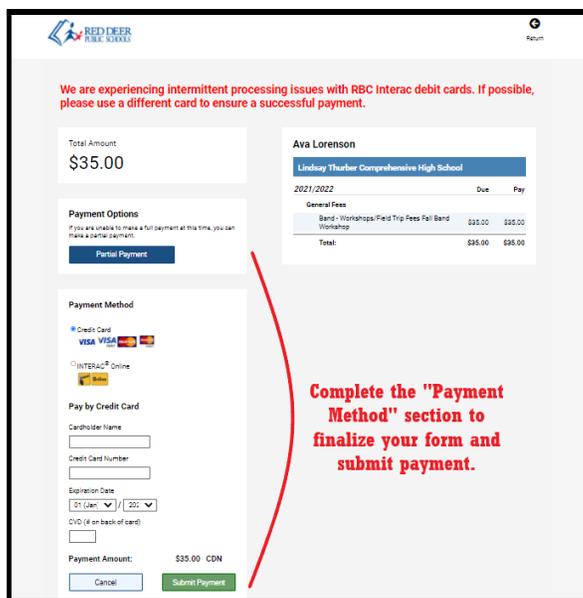
To pay online:

- Step 1, click on the X to get rid of the "Items added to cart" message box
- Step 2, click on the cart button (top right)
- Step 3, add your credit card information (see point 6)

If you are experiencing any problems with submitting your payment online, please call the Career Centre at (403 356-5315).



6. Once you have clicked the shopping cart, you will see a screen similar to below. Online payments work best with Visa, Visa Debit, MasterCard, and MasterCard Debit.



7. Parents will receive an email from StudentQuickPay.com giving you a School Form/Receipt Confirmation. Please check your inbox and/or your junk mail to confirm your form was received by the school.