

# 2014

Almadina Language Charter  
Academy

Family Zone Reference

## [**SECURE ZONE [WWW.ESLALMADINA.COM](http://WWW.ESLALMADINA.COM)**]

The Family Zone was launched on March 17, 2014 to all families of Westmount Charter School. This reference is mainly to help new users quickly see the steps to perform simple tasks. It is meant as a quick reference and is not a complete authority on the functionality of the Family Zone Area.

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## Security

The Family Zone of the Almadina Language Charter Academy website is designed to allow for administrative functions required by parents. The site holds information we need to work with students. The information is in a highly secure building and governed by our privacy policy which can be read online at:

<http://www.eslalmadina.com/privacy.asp>

## Registering

The following screen shots explain the registration process:

The screenshot shows the homepage of the Almadina Language Charter Academy. The header includes the school's logo, name, and tagline "Read and Write, Reach the Height". Navigation links for "Main Almadina Site", "Print", and "Login" are visible. Below the header is a banner image showing students in a classroom. The main content area is titled "Welcome" and "Login". It prompts users to "Please choose a login option:" and lists three categories: FAMILY, WAITLIST, and ADMINISTRATOR. Each category has links for logging in and a link for users without a username/password. A red arrow points to the "NO USERNAME/PASSWORD? CLICK HERE!" link under the FAMILY section, with a callout box stating "Choose 'Click here to register'". The footer contains copyright information and links to the Privacy Policy and Terms of Use.

ALMADINA LANGUAGE CHARTER ACADEMY  
Read and Write, Reach the Height

Almadina Board Office  
#210 - 1329 54 Street SE  
Calgary, AB Canada T2B 1N5

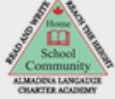
Main Almadina Site Print Login

**Welcome**  
Login

Please choose a login option:

- FAMILY
  - ◊ [Login as a FAMILY](#)
  - ◊ [NO USERNAME/PASSWORD? CLICK HERE!](#)
- Not sure what to do?
  - ◊ Not yet registered to use this site?  
Click [here](#) to register, or click [here](#) for full instructions.
- WAITLIST
  - ◊ [Login as WAITLIST family](#)
  - ◊ [NO USERNAME/PASSWORD? CLICK HERE!](#)
- Not sure what to do?
  - ◊ Not yet registered to use this site?  
Click [here](#) to register
- ADMINISTRATOR
  - ◊ [Login as STAFF](#)

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# ALMADINA LANGUAGE CHARTER ACADEMY

Read and Write, Reach the Height

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[Main Almadina Site](#) [Print](#) [Login](#)



## Registration Step 1

Please provide some family details to see if we can find you in the database.

You only need to search for one of your children if you have more than one attending ALCA.

Student Last Name:

ALCA Student Number:   
(example: 123456789)


Student Postal Code:   
Format: T1T1T1 (no space)

Student Birthdate:

Enter the requested information. You only need to do this for one of your children if you have more than one student.

Click "Register" when done.

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# ALMADINA LANGUAGE CHARTER ACADEMY

Read and Write, Reach the Height

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[Main Almadina Site](#) [Print](#) [Login](#)



## Registration Step 2

Please provide an email address and password. Your email address will work as your username and password will be mailed if you forget it.

Passwords must:

- Be a minimum of 6 characters long
- Contain 1 lower case letter
- Contain 1 UPPER case letter
- Contain 1 number
- Contain 1 special letter like \$%^&#@!()\*+-
- NOT contain a sequence of number longer than 3

Family Email Address:

Family Password:

Confirm Family Password:

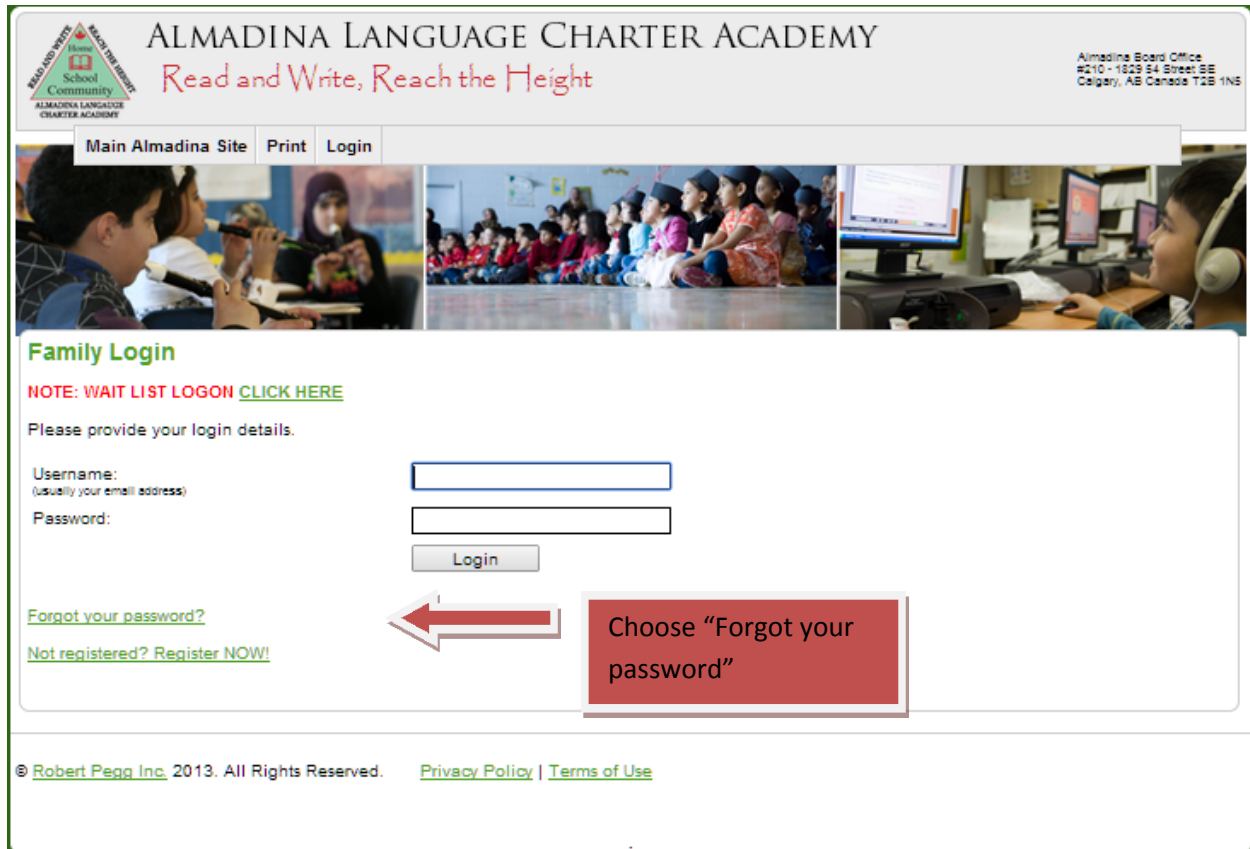
[Don't have an email address?](#)  
[Advice on choosing a password](#)

Enter an email address where we can send your password if you forget it! Then enter the password you will use as a family (you can change it later).

Click "Register" when done.

## Password Retrieval

The following screen shot explains how to retrieve your password:



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[Main Almadina Site](#) [Print](#) [Login](#)

**Family Login**

**NOTE: WAIT LIST LOGON** [CLICK HERE](#)

Please provide your login details.

Username:  
(usually your email address)

Password:

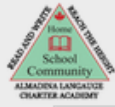
[Forgot your password?](#)

[Not registered? Register NOW!](#)

[Login](#)

Choose "Forgot your password"

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# ALMADINA LANGUAGE CHARTER ACADEMY

Read and Write, Reach the Height

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Calgary, AB Canada T2B 1N5

[Main Almadina Site](#) [Print](#) [Login](#)



## Password Retrieval

Please provide your email address below - you must provide the email address you registered with.

Email:

Login Type:

Enter the email you registered with and click "Request".

An email will be sent with your password

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## Password Change

The following screen shot explains how to change your password:

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Main Almadina Site Print Logout

**Password Change**

Passwords must:

- Be a minimum of 6 characters long
- Contain 1 lower case letter
- Contain 1 UPPER case letter
- Contain 1 number
- Contain 1 special letter like \$%^&#@!()\*+-
- NOT contain a sequence of number longer than 3

Existing Family Password:

Family Password:

Confirm Family Password:

[Advice on choosing a password](#)

**Family Zone**

- [Home](#)
- [Password Change](#)
- [Family Information](#)
- [Student Information](#)
- [Contact Information](#)
- [Waitlist Student](#)
- [Terms of Use](#)
- [Last Accepted: 3/10/2014](#)
- [Logout](#)
- [Privacy Policy](#)

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## Information Review and Update

The following screen shots explains a basic information update (area marked with a \* must be completed before you are considered “registered”). On each of the Family, Student and Contact pages you will need to verify the accuracy of the information we have on file each year at registration time.

You will be shown the page where you must accept the Terms of Use. Click on the “Accept” button at the bottom of the page after reading through it

The screenshot displays the Almadina Language Charter Academy website. The header includes the school's logo, name, and tagline "Read and Write, Reach the Height". Navigation links for "Main Almadina Site", "Print", and "Logout" are visible. Below the header are three images: a red knitted hat, a stuffed monkey, and a group of children. The main content area is titled "Terms of Use" and includes sections for "Terms of Reference", "Changes to this Agreement", "Privacy", and "Errors and Downtime". A sidebar on the right contains a "Family Zone" section with links for "Home", "Password Change", "Family Information \*", "Student Information \*", "Contact Information \*", "Waitlist Student", "Logout", and "Privacy Policy". A red banner at the top of the sidebar states: "Areas marked with \* (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR. Not intending to register student(s)? Click [here](#)."

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Main Almadina Site Print Logout

**Terms of Use**  
Terms of Reference

Welcome to the ALCA Family Zone (the "FZ") of the ALCA website (the "Site"). Using the FZ is subject to your acceptance of this Terms of Service agreement (the "Agreement"). If you do not accept this Agreement, please do not use the FZ. Throughout the Agreement the terms "we", "our", or "us" refers to the Almadina Language Charter Academy, and "you" or "your" refers to you, the visitor to our FZ.

**Changes to this Agreement**

From time to time we may change the terms of this Agreement without prior notice. The current Agreement can be found at <http://fz.eslalmadina.com/termsfuse.asp> (you must log in to see this). By using the FZ after we have posted any revisions to this Agreement, you accept the Agreement as revised.

**Privacy**

We respect your privacy. Please review our [Privacy Policy](#) for a description of the information we collect and how we use it.

**Errors and Downtime**

Errors may appear from time to time on the Site and some information on the Site may be out of date. Before relying on information you've found on the Site, please confirm any facts that are important to your decision. You can contact us by accessing the [contact](#) page on our site. From time to time the Site may be inaccessible or inoperable for any reason, including, without limitation:

**Family Zone**

[Home](#)  
[Password Change](#)  
[Family Information \\*](#)  
[Student Information \\*](#)  
[Contact Information \\*](#)  
[Waitlist Student](#)  
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[Privacy Policy](#)

Areas marked with \* (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR. Not intending to register student(s)? Click [here](#).

## Entering Family Information

Next you will be shown the family information we have on file. Make any changes required and click "Update". You will need to specify primary spoken language and specify at least one email address. You will also have to verify your address. You can enter address details in the textboxes and then click "Verify Address", once you find your address on the map, click on "Accept This Address":

**Family Information**  
It is your responsibility to ensure information is always up-to-date

Student Surname:

Apartment #:

House #:

Street Address:

City:

Postal Code:   
Format: T1T 1T1

Address Verified? **X Not Verified**  
(Enter information above and then click button below)

**1 Enter details**

**2 Click**

You must choose an address from box on the left that matches your home address. Then click on the "Accept this Address" link that appear in the "bubble" above where the address is marked on the map.

Map responded with: OK (The request did not encounter any errors)  
Matches returned: 1

Apartment:   
 Street:   
 City:   
 Postal:   
 Partial match: Yes

Address: 160 Castleridge Boulevard Northeast, Calgary, AB  
 (Postal Codes don't match - you will be asked to verify which to use)

**3 Accept**

Primary Language Spoken:

The addresses listed below are used to send email correspondence to your family from the school. You may leave one blank but you MUST provide at least one email address.

**"Annual Verification" of the above information is required.**

Many forms will annually show this link. You need to click on these buttons annually

**Family Zone**

[Home](#)  
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[Family Information \\*](#)  
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[Contact Information \\*](#)  
[Waitlist Student](#)  
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[Logout](#)  
[Privacy Policy](#)

**STOP** Areas marked with "X" (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR! Not intending to register student(s)? Click [here](#).

## Students Currently Attending ALCA

Make any changes to any students in your family and click "Update" for each before making changes to other students.

### Student(s) Details

Siwar Abeid | Muhammad Chughtai

Student 1 - Siwar Abeid

Last Name:

First Name:

Birthdate (YYYY-MM-DD):

Current Grade:

Health Number:

Gender: ☐ Male ☒ Female

Citizenship:

If landed immigrant, copy of visa/immigration documentation must be sent to office.

Aboriginal Eligibility: ☐ If declaring as an aboriginal person, please contact the office and specify "Status Indian/First Nations", "Non-Status Indian/First Nations", "Metis" or "Inuit". [Click for more information](#)

Francoophone Eligibility: ☐ Does your child have eligibility and you want to exercise your right to have your child receive a French first language (Francoophone) education? [Click for more information](#)

Does your child have allergies? ☐ Yes ☒ No

What type of allergies?

Does your child carry an Epi-pen? ☐ Yes ☒ No

Does your child have Asthma? ☐ Yes ☒ No

Are there any other medical issues we should be aware of?

**STOP** Areas marked with "\*" (below) are required in order for registration to be completed for the coming year.

YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR!

Not intending to register student(s)? Click [here](#).

#### Family Zone

[Home](#)

[Password Change](#)

[Family Information](#)

[Student Information](#) \*

[Contact Information](#) \*

[Waitlist Student](#)

[Terms of Use](#)

Last Accepted: 3/10/2014

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## Editing Family Details

Make any changes to any contacts in your family and click "Update" for each before making changes to other contacts.

### Contacts Details

It is your responsibility to ensure information is always up-to-date!

It is always a good idea to leave us with more than just parent contact information in the event of an emergency. We suggest you provide details for any parent(s) or guardian(s) and 1 emergency contact. If you have not already provided these, please [add](#) them below.

[Riad Abeid](#) | [Dua's AlRamahi](#) | [Muhammad Mazhar](#) | [Humaira Naz](#)

**Contact 1 - Riad Abeid** [ [DELETE THIS CONTACT](#) ]

First Name:

Last Name:

Resides with Student(s): ☒ Yes ☐ No

Contact Order:

What order should we call contacts in the event of an emergency (start with 1):

Relationship to Student(s):

Set Contact Address to the same as Family Address  
[5 Taralake View NE Calgary T3J0A5]

Business Phone:   
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111\*

Home (Main) Phone:   
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

Cell Phone:   
Format: (###) ###-####: If you are having trouble changing phone # - delete existing number and follow format exactly when re-entering example: (403) 111-1111

Email:

Address Apartment Number:

Address House Number:

Address Street:

City:

Postal Code:   
Format: T1T 1T1:

Areas marked with "X" (below) are required in order for registration to be completed for the coming year. YOU ARE NOT REGISTERED AT THIS POINT FOR THE COMING YEAR! Not intending to register student(s)? Click [here](#).

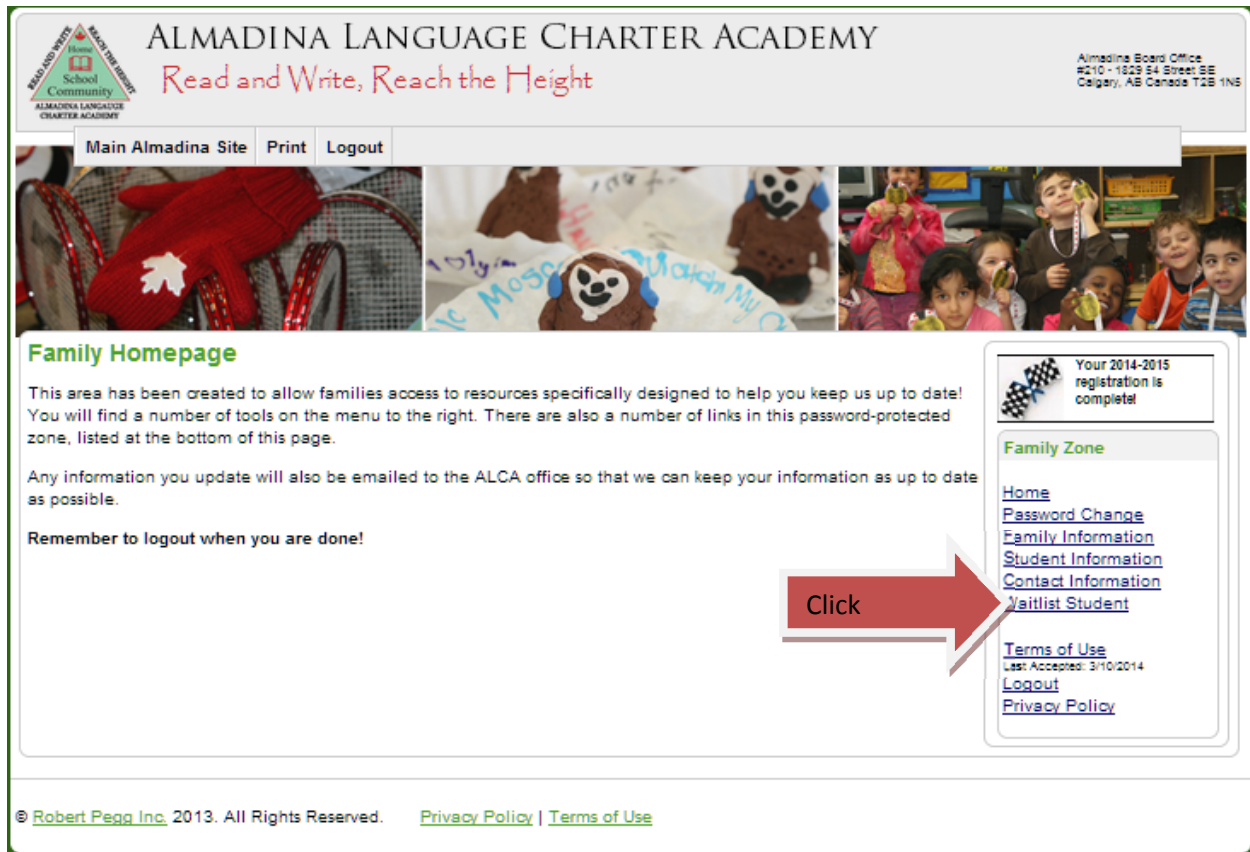
#### Family Zone

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## Adding Waitlist Students

You have now completed the main steps to verify your family's information. From this main page you can now add Waitlist Students.



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Main Almadina Site Print Logout

**Family Homepage**

This area has been created to allow families access to resources specifically designed to help you keep us up to date! You will find a number of tools on the menu to the right. There are also a number of links in this password-protected zone, listed at the bottom of this page.

Any information you update will also be emailed to the ALCA office so that we can keep your information as up to date as possible.


Remember to logout when you are done!

**Family Zone**

- [Home](#)
- [Password Change](#)
- [Family Information](#)
- [Student Information](#)
- [Contact Information](#)
- [Waitlist Student](#)
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Add student details and click “Create”. Later you can return to this page to make changes. You may add additional students by clicking on Add a Student.



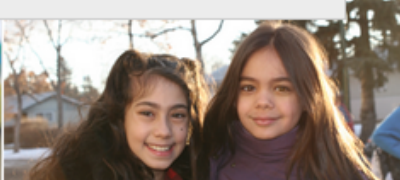


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### Waitlist Student(s) Detail

You have no students on the waitlist... add at least one student below.

[Add a student](#)

Last Name:  \*2  
 First Name:  \*2  
 Birthdate (YYYY-MM-DD):  \*2  
 Student Gender: ☐ Male ☐ Female \*2  
 Student Currently in Grade:  --Choose-- \*2  
 Expected Entry Grade:  --Choose-- \*2  
 School year child will enter ALCA:  --Choose-- \*2  
 Birth Country:  --Choose-- \*2  
 Birth City:  \*2  
 Date of Arrival In Canada:  \*2  
 Does your child require transportation: ☐ Yes ☒ No \*2  
 May we access current school student records: ☒ Yes ☐ No \*2  
 Current School:  \*2



Your 2014-2015 registration is complete!


#### Family Zone

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## Viewing Student Waitlist Status

You can view the status of all Waitlist Students in your family by clicking on the "Waitlist Family Summary" link (this link only shows once you have added waitlist students).




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[Main Almadina Site](#) [Print](#) [Logout](#)



### Waitlist Overview

All children from your family that are currently on our waiting list are listed below.

**PLEASE NOTE: IF ANY OF THE DOCUMENT COLUMNS ARE MARKED WITH A RED "X" THEN YOU MUST STILL PROVIDE THIS DOCUMENTATION BEFORE YOUR CHILD WILL BE OFFERED A SPOT SHOULD A SPOT BECOME AVAILABLE.**

- Documents can be added by clicking on the "Edit" button.
- Each document type requires a separate upload... you can not combine documents into one file.

**Siblings have priority after registration, if there is space.  
Your wait list number may go up or down depending on space.**

Student	Enter Grade	Enter Year	Documents					Siblings at School	Priority Status	Rank
			Alberta Health Card	Birth Certificate	Canada Immigration Documents	Current Report Card	Immunization Record			
John Smith	1	2014/15	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	X <a href="#">Edit</a>	✓	X	1

**Click** →

**Your 2014-2015 registration is complete!**

**Family Zone**

[Home](#)  
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[Family Information](#)  
[Student Information](#)  
[Contact Information](#)  
[Waitlist Student](#)  
[Waitlist Family Summary](#)

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You can login and update information anytime by accessing this site (with the exception of student information which is locked).

If you have any questions, please contact your [desired school](#).

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## Adding Documents

You are responsible for adding all documentation required for your child to be considered for a position at the school. You can click on the “Edit” button beside each document type to upload a document to the system. Click on “Choose File” to locate the file you want to upload from your computer and then click on “Upload”.

**Waitlist Overview**

All children from your family that are currently on the waitlist.

**PLEASE NOTE: IF ANY OF THE DOCUMENTS ARE MISSING, PLEASE PROVIDE THIS DOCUMENTATION BEFORE THE DEADLINE IS AVAILABLE.**

- Documents can be added by clicking on the “Edit” button.
- Each document type requires a separate upload.

**Siblings have been added to your wait list.**

Student	Enter Grade	Enter Year	Alberta Health Card	Birth Certificate
John Smith	1	2014/15	Edit	Edit

You can login and update information any time.

If you have any questions, please contact your [desired school](#).

**Upload Files**

documents. You may be passed over if a spot becomes available but we have not received a copy of your Alberta health card, child's birth certificate, Canadian immigration documents, immunization record or report card. Please ensure that documents are uploaded in an image format (such as jpg, png, gif, bmp) format or a universal document format (such as pdf, doc, docx).

Choose Your File To Upload

Choose File | No file chosen

Document Type:

- ☐ Alberta Health Card
- ☒ Birth Certificate
- ☐ Canada Immigration Documents
- ☐ Immunization Record
- ☐ Report Card

Upload

**Your 2014-2015 registration is complete!**

**Family Zone**

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[Contact Information](#)

[Waitlist Student](#)

[Waitlist Family Summary](#)

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## Removing or Uploading Additional Documents

You can add or remove documents for your student by clicking on the “Edit” button beside your child’s name. You are able to View and Remove documents from this same window.

**Waitlist Overview**

All children from your family that are currently on the waitlist.

**PLEASE NOTE: IF ANY OF THE DOCUMENTS ARE MISSING, PLEASE PROVIDE THIS DOCUMENTATION BEFORE THE DEADLINE IS AVAILABLE.**

- Documents can be added by clicking on the “Edit” button.
- Each document type requires a separate upload.

**Siblings have been added to your wait list.**

Student	Enter Grade	Enter Year	Alberta Health Card	Birth Certificate
John Smith	1	2014/15	Edit	Edit

You can login and update information any time.

If you have any questions, please contact your [desired school](#).

**Upload**

Your File Uploaded Successfully at server as: auction8.png

File Name	File Type	Download	Remove
auction8.png	BIRTH CERTIFICATE	<a href="#">View</a>	

**Your 2014-2015 registration is complete!**

**Family Zone**

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