

HOW TO TRANSFER CREDITS ON YOUR POWERSCHOOL ACCOUNT

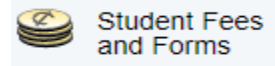
Dear Parents and Guardians,

If you have a credit in your PowerSchool Account, you now have the ability to transfer that credit to a new School for the upcoming year. For example, if your child is moving from Junior High to a High School in Black Gold, you can ensure that your child's credit moves with them. **Credits can be applied to Transportation Fees, Summer School Fees, between sibling accounts, and Division Technology Fees.**

In order to transfer the credit, follow the steps below:

1. Access your Power School account
@ <https://powerschool.blackgold.ca/public/home.html>

2. Select “**Student Fees and Forms**” in your Power School Account



3. Select the “**Menu**” option on the top right of the screen



4. Select the “**Transfer Money**” option, which will generate a pop-up menu.

Transfer Money

5. Choose to move your credit from the current school to the desired Black Gold location. This credit will now be available for future use at the selected location.

Transfer Money

Transfer From:

Transfer To:

Transfer Amount:

Comment:

• If you are unable to transfer money between accounts, please contact your school/district.

If you require assistance with this process, please contact your School Accounting Secretary.