

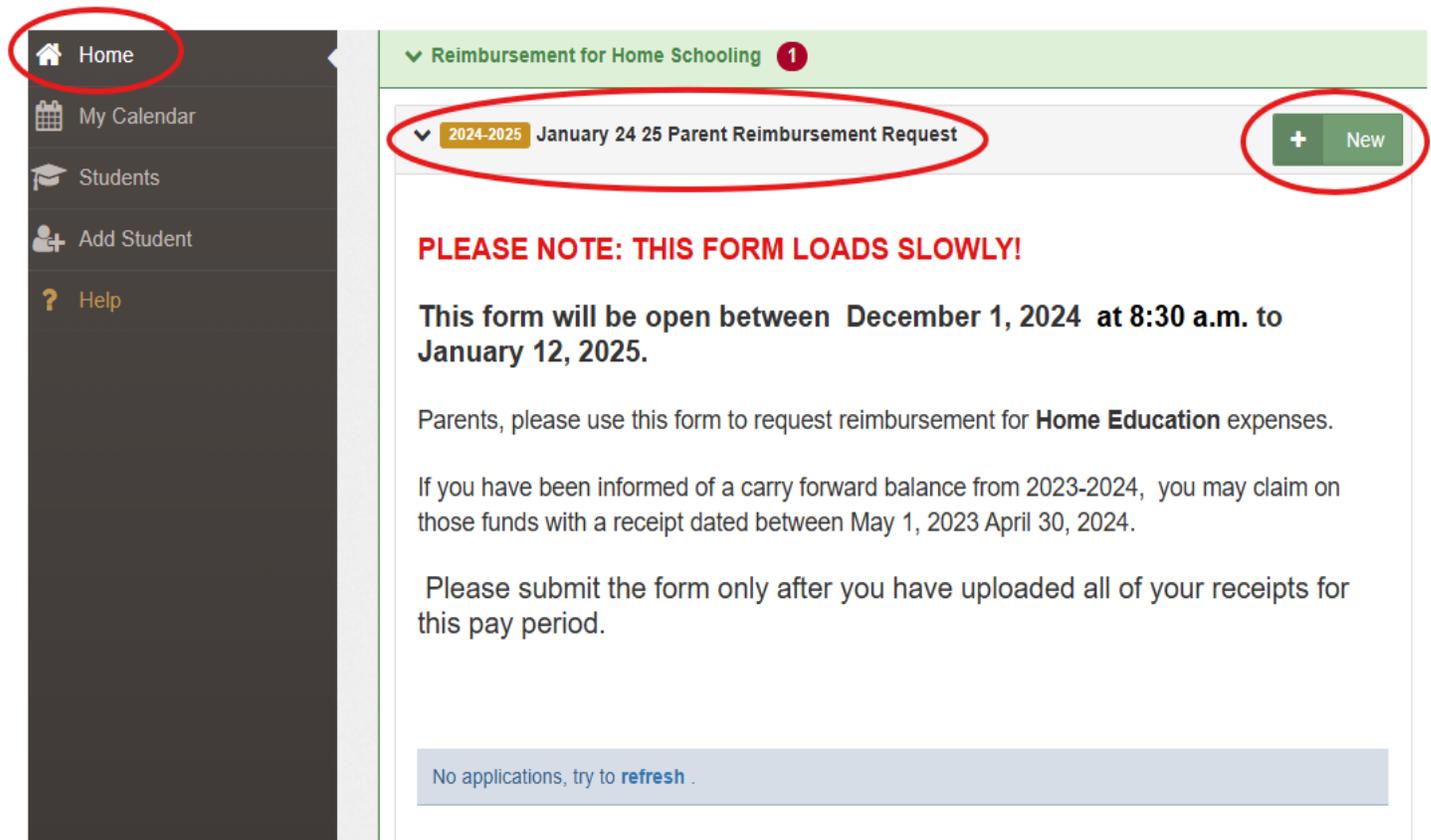


# How to Submit a Home Education Reimbursement Claim Online

## Getting Started

Click [here](#) to login to your PowerSchool Parent Portal.

1. Select "**School Engage**" at the bottom left side of the window.
2. In School Engage, you will be able to see the form on your home screen.
3. Click the NEW button to access/open the form. Please note that this form will load SLOWLY.



## Void Cheque:

If you are already set up for direct deposit and have no banking information changes, you may skip this step.

If you are not signed up to receive your reimbursement via direct deposit, or if your banking information has changed, please attach a picture or scanned image of a void cheque or direct deposit form from your bank here:

## Void Cheque Upload



## Receipts:

For each itemized and detailed receipt, enter all the required information including:

- the name of the vendor on the corresponding receipt (e.g. The Learning House)
- a brief description of what is being reimbursed (e.g. math curriculum)
- the total of the receipt
- the name(s) of the student(s) the resource is for
- the related course (e.g. math)
- then upload/attach each **detailed, itemized** receipt in its entirety (in PDF or JPEG format only) before moving on to the next receipt.

STEPS: 1

**Upload Required**

IS THIS RECEIPT FROM THE 23-24 SCHOOL YEAR?  yes  no  
This field is required.

Vendor Name (Eg Shaw, Staples, The Learning House, etc):  
Vendor Name (Eg Shaw, Staples, The Learning House, etc):  
This field is required.

Description ?  
Description

\$ Amount being claimed Canadian Dollars (incl. GST. Eg 120.99): ?  
0

This receipt is for which student(s)?  
This receipt is for which student(s)?

Subject/Purpose  
Subject/Purpose

Additional Subject if necessary  
Additional Subject if necessary

Additional Subject if necessary  
Additional Subject if necessary

**Do you wish to add a second receipt?**  
Do you wish to add a second receipt?  
This field is required.

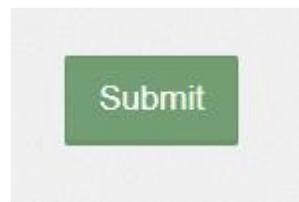
Additional Subject if necessary  
Additional Subject if necessary

**If you have another receipt to add, please select “Yes” beside “Do you wish to add a second receipt?”** You will see ‘Upload Receipt 2’ appear. Repeat the above instructions for the second receipt. You can repeat these instructions for a total of **15 receipts per form.**

**DO NOT FORGET to Select “Save” after each receipt upload.**

### **Additional Information:**

- If the receipt is in a foreign currency, such as US dollars, and you are requesting the Canadian dollar equivalent, please enter the Canadian dollar amount. Please include the back-up of the exchange rate used at the time of processing with the receipt you will be uploading.
- More receipts? Before you Submit - if at any time, you have more receipts or anticipate you might gather more to add to your claim, please add to the existing claim that you started; you can add up to 15 receipts in one claim. Please **DO NOT** start a new claim if you haven't utilized the space for the 15 receipts, just simply re-open the existing claim and add to it. If you are sure you have all your receipts added, to finalize submission of your reimbursement claim, **do not forget to click the "Submit" button** at the bottom of the page.



You will receive an email confirmation that the form has been submitted.

### **To conclude:**

Once your Family Service Coordinator has reviewed your reimbursement claim, you will receive an email confirming the *approved* reimbursement amount. The status of the completed reimbursement form in School Engage will change to 'Managed Externally' indicating to you that it has been processed in office by your Family Service Coordinator.

Reimbursements are processed in November of each school year and then every month from January to June excluding February. Please refer to the CFL@HOME Reimbursement Guidelines for details regarding deadline dates.