

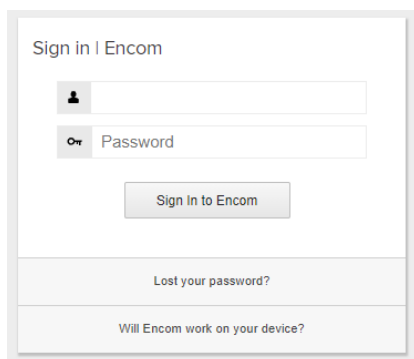
FSA - Confirming Student Mailing Address

In order to ensure families receive the Foundation Skill Assessment (FSA) packages mailed out to grade 4 and 7 students, it helps tremendously to have mailing addresses in Encom up to date.

Please make sure to update the **STUDENT MAILING ADDRESS** (not the parent / guardian one). Thank you.

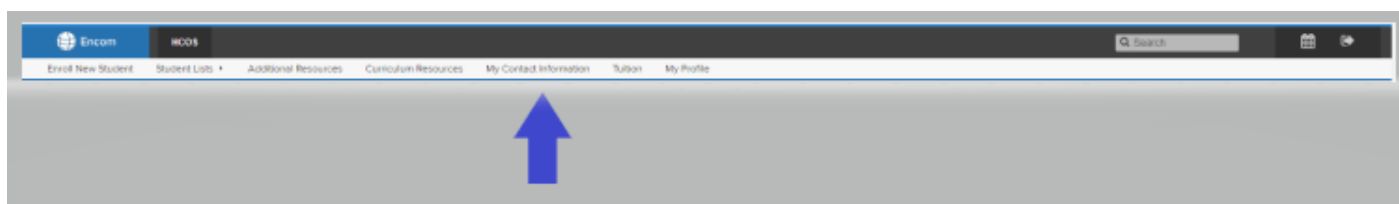
Here is a quick set of directions on where to check this and how to make any changes needed:

1. login to [Encom](#) (please ask your support teacher if you are unable to)



The screenshot shows the Encom login interface. At the top, it says "Sign in | Encom". Below this are two input fields: one for a username (with a person icon) and one for a password (with a key icon). A "Sign In to Encom" button is positioned below the password field. At the bottom of the login area, there are two links: "Lost your password?" and "Will Encom work on your device?".

2. Select My Contact Information in the top menu bar



3. Scroll down to '**Mailing Address**' (**NOT** Home address) and make sure it is correct for where your children will be receiving the FSA package. Some families have a different home (physical home) address than mailing (PO box, etc.) address. We need you to make sure the mailing address (where you receive mail, packages, etc.) is correct. If both your addresses are the same, that's ok. But the student mailing address will be the one used for the FSA.

Mailing Address

Home Address •	<input type="text" value="1234 City Street"/>
City •	<input type="text" value="City"/>
Province/State •	<input type="text" value="British Columbia"/> ▼
Province/State (Other)	<input type="text"/> ?
Postal/ZIP Code •	<input type="text" value="A1A1A1"/>
Country •	<input type="text" value="Canada"/> ▼

Make sure to include unit numbers (if you live in an apartment complex), etc. to guarantee that packages arrive at your house.

It is important you state where you are **currently** living as we send FSA PDF packages via email (guardian email in Encom) to families living outside of British Columbia at the time of writing (see example below).

If you are out of province / country, please change your mailing address to just your country (see example below).

Mailing Address

Home Address •	<input type="text" value="Argentina"/>
City •	<input type="text" value="Argentina"/>
Province/State •	<input type="text" value="Other (fill in below)"/> ▼
Province/State (Other)	<input type="text" value="Argentina"/> ?
Postal/ZIP Code •	<input type="text" value="V1V 1V1"/>
Country •	<input type="text" value="Argentina"/> ▼

Please also check that the **guardian email address** is correct while you are checking this page, as you will be receiving all the FSA info (booklet, instructions, intro letter, title page)

via email if you are out of the province. Thank you.

4. Please click 'Save Changes' at the bottom of the screen if you updated your Mailing or Email Address.

A rectangular button with a blue gradient background and a thin grey border. The text "Save Changes" is centered on the button in a white, sans-serif font.

Save Changes

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Created 15 September 2021 19:40:52 by Jeff Laird

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