

Martensville High School

HOME OF THE ROYALS

Box 730 | 150 Mike Sands Boulevard

Martensville, SK, CANADA, S0K 2T0

T: 306-931-2230

E: mhs@spiritsd.ca

blogs.spiritsd.ca/martensvillehighschool



FAQ's

• Attendance

How do I submit attendance for my student? All attendance can be submitted in Edsby. Please see the [Edsby Tips for Parents](#) for instructions and information. When entering an absence, it is helpful if you add a comment. It does not need to be long or share too much information, just so that staff is aware of what is going on. Examples: Sick, medical appointment, funeral, hockey tournament, vacation, heading out of town, club volleyball game, driver's test.

Please note the times needed for an attendance entry:

Absent the whole day – Beginning of day to End of day

Morning absence – 9:10 - 12:29

Afternoon absence – 1:17 - 3:27

P1 – 9:10 - 10:15

P2 – 10:19 - 11:22

P3 – 11:26 - 12:29

P4 – 1:17 - 2:20

P5 – 2:24 - 3:27

We are going away on holiday. Do I need to enter attendance differently? If your student will be away for 5 or more days, they must stop at the office for an Extended Absence Form. This needs to be filled out by the student and signed by a parent/guardian and teachers. Please have this completed 1 week before the absence. The absence will then be entered by the office.

Do I need to enter attendance if my student is late for a class? Yes, please enter the attendance time for the whole period they will be gone with a comment that they will be late. Please do not enter partial times for a late entry. The teacher will be able to adjust the attendance accordingly when your student arrives. Ex) Late for period 1 – Excuse 9:010am-10:15am with a comment indicating "will be late for period 1".

Do I need to enter attendance if my student needs to leave early? Yes, please enter the actual time that you need your student to leave the class until the end of the period/day.

Ex) Leaving early from period 2 for the morning – Excuse 10:30am-12:29pm.

Leaving early from P5 2:45pm-3:27pm.

What do I do if my student was marked absent, but they were there? Please have your student check in with the teacher for the period in question. The teacher will be able to change the attendance if there is an error. Please do not excuse the absence in Edsby when notified of the attendance if you believe your student was present.

- **Grad**

What day is graduation? Graduation will be held June 19th, 2026. Information will be updated in the Edsby Graduation group as it is provided.

- **Driver's Ed**

How does my student apply for Drivers' Ed? Application forms and information regarding Drivers' Ed are available on the River of News in Edsby. Please have application forms in as soon as possible if your student turns 15 during the 2025/26 school year.

How will my student know when they have an in-car drive? A schedule of updated driving times is posted on the Drivers' Ed bulletin board each week. Please have your student check the board frequently for their drive times.

- **Edsby**

Why do I need Edsby? Prairie Spirit uses Edsby for Everything! From student attendance, classes, grades, report cards, interview booking, and communication with school staff. You will find a calendar of events, daily announcements, as well as other articles of news from the school and division.

How do I get access to Edsby? If you are a parent contact for a student and currently do not have access to Edsby please email mhs@spiritsd.ca to request access for your student(s).

What is the server name needed for Edsby? The server name is 'prairiespirit' – all one word, all lower case.

- **Student Schedule**

When will I find out my student's classes? Student courses will be posted in Edsby at the end of August. If you need to discuss class options or changes to a schedule please send an Edsby message to Breanne Cooper.

How will I know if it is an A day or B day? Grade 9's follow an A/B schedule for the year. This can be found in Edsby on the calendar or in the Daily Announcements.

- **Lunch**

Do you have a cafeteria/servery? MHS does not have a cafeteria or servery. Students need to bring a lunch or can leave the campus to go home/out for lunch. There are a few microwaves available for student use.

**** As of the Fall of 2025 the MAP now has Twinses Restaurant. Please see the River of News for more information and a menu.****

My student forgot their lunch. Can I drop it off? Please make arrangements with your student to meet you to pick up their lunch – in a parking lot, in the drop off loop, or at one of the exterior doors. Lunches cannot be dropped off at the office for pick up.

Can food be delivered to the school (Skip the Dishes, Door Dash, etc)? Students should not use these third party delivery services to make deliveries to the school. Delivery drivers are asked not to come into the building to make deliveries.

- **Lockers**

Will my student get a locker? Lockers are available upon request. All students who wish to have a locker should email their full name and grade from their school email account (xx####s@spiritsd.ca) to mhs@spiritsd.ca to request a locker. A locker number and combination will then be emailed back in the order that the request was received.

- **Student Supply List**

What supplies will my student need? There is a complete supply list available on our [website](#) and in the River of News on Edsby.

*Please note: Kleenexes should be given to their period 1 teachers. If your student has a spare, please bring them to the front office.

- **School Facility**

Where can I get a map of the school? School Maps can be found on our [website](#) and in the River of News in Edsby.

Where are students allowed to park? Students who drive to school can park in the joint MAP parking lot accessed from Mike Sands Blvd. There is additional street parking around the building. PLEASE NOTE: there is no parking permitted on the residential (west) side of 6th Ave North.

What time does the school open/close? The school opens for the day at 8:00AM and closes for the afternoon at 4PM. All secondary access door will be locked from 9:40-12:29 and 1:40-3:27. Please use the main entrance of the building during these times.

Where is the student drop off and pick up zone? Please use the student parking lot at the main entrance of the building. The 6th Ave entrance is a loading zone for buses and special needs students. For the safety of our students, we would kindly stress that parents avoid using the 6th Ave (west side) entrance.

- **Busing**

How do I apply for busing? All busing applications can be made through the [Bus Planner](#) website. Please see the River of News in Edsby for more information.

- **Clothing**

Where can I purchase MHS clothing and swag? School clothing can be purchased from the [online store](#). This link can also be found in the Launch Pad (spaceship icon) in Edsby.

- **Updating Parent and Student information**

How do we update incorrect information (addresses, phone numbers, email addresses, emergency contacts, etc)? Any changes to be made to parent or student information needs to be made by the office. Please email mhs@spiritsd.ca with the correct information that needs to be updated.