



## For GPPSD Current Families Enrolling Students for Christian Programming (Kindergarten to Grade 9)

Parents will be able to register their children for Christian Programming in GPPSD online by logging into their PowerSchool Parent Portal.

The link to the PowerSchool Parent Portal can be found on the GPPSD website home page at [www.gppsd.ab.ca](http://www.gppsd.ab.ca).

Click the button



This will take you to the log in screen for the PowerSchool Parent Portal.

PowerSchool SIS

### Student and Parent Sign In

Sign In | Create Account

Username

Password

[Forgot Username or Password?](#)

**NOTICE:** The Parent Portal will be offline on Sunday December 15 to perform a software upgrade. The new version of the software will require you to reset your password - you will be prompted to enter your old password and then a new password twice.

The software requires a 'strong' password configuration:

- minimum of 8 characters
- at least 1 upper case character
- at least 1 lower case character
- 1 symbol
- 1 number

Please contact your child's school if you are having difficulties accessing the Parent Portal following the upgrade.

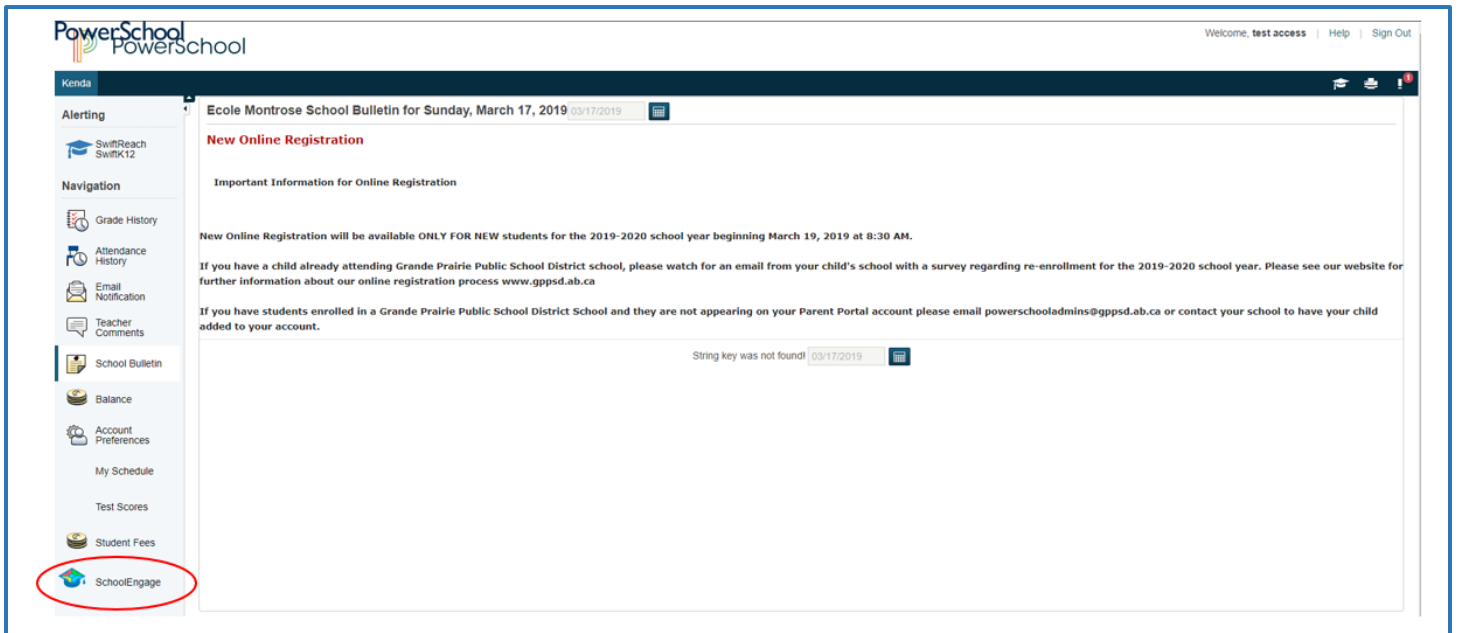
If you have forgotten your log in information, click the [Forgot Username or Password?](#) and follow the steps.

If you are still experiencing trouble, contact your school and they will be able to assist.

In order to be considered for registration at the Grande Prairie Christian School there is a Pre-screening Form to complete prior to the New Student Registration.

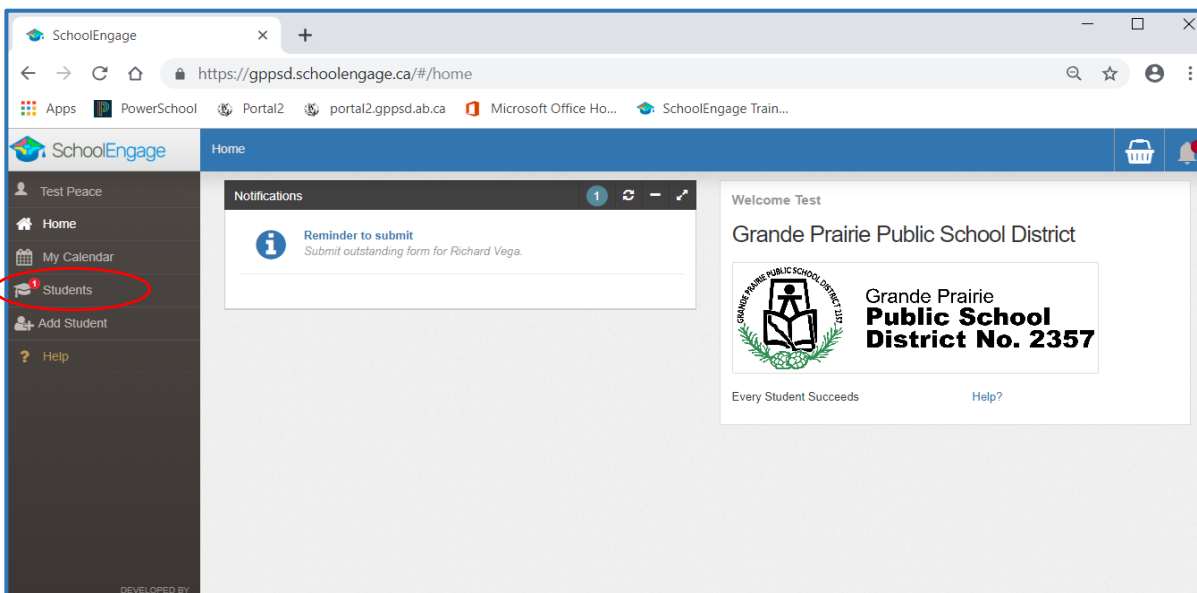
Please see the following pages for instructions on how to Sign into your Parent Portal and School Engage, populate information in your form and submit.

Once you sign in the PowerSchool Parent Portal Home Page will open.

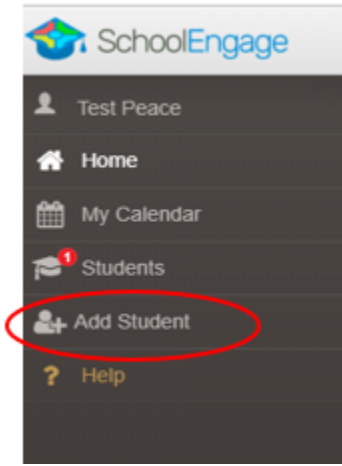


Click the School Engage icon as circled in red, to take you to School Engage.

This is the School Engage Home Page



The Students box will list all the students attached to your account.



If the student you would like to register for Christian Programming is not listed in the Students area of your School Engage, on the left Navigation Menu click Add Student.

Upon selecting Add Student the following screen will display requiring input of:

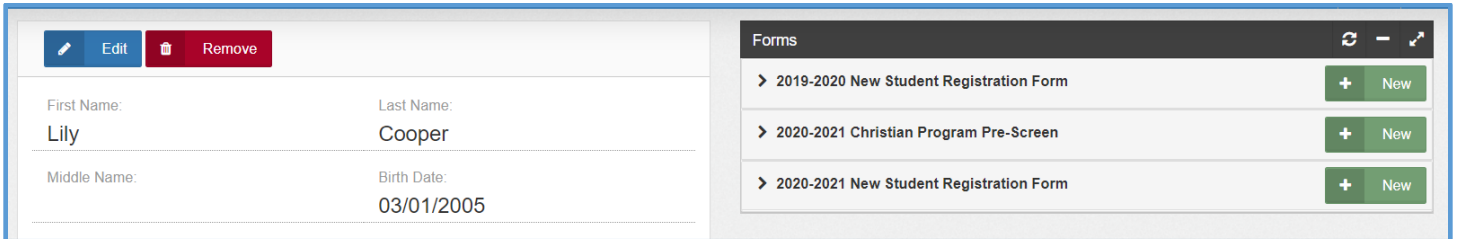
The image shows a modal window titled 'Add Student'. It contains four input fields: 'First Name', 'Last Name', 'Birth Date', and 'Middle Name'. The 'Birth Date' field includes a calendar icon. At the bottom right of the form are two buttons: 'Cancel' (with a close icon) and 'Save' (with a checkmark icon).

- Student Legal First, Middle and Last Name
  - Date of Birth
- Once all the required information is entered click *Save*.

Please note that a newly created student can only be edited or deleted until a form is created under his/her profile at which time they can no longer be deleted or their basic information modified.

## Completing a Form

Once student is saved or selected from the student list, the system displays the Student Page where the applicable registration form can be selected and completed



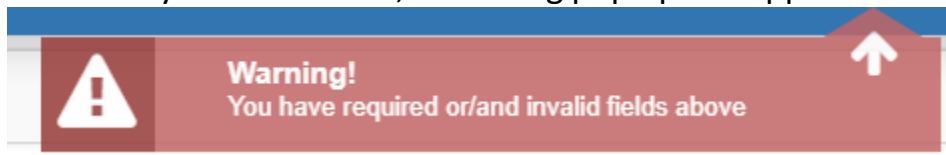
The screenshot shows a user interface for a student page. On the left, there are 'Edit' and 'Remove' buttons. Below them, student details are displayed: First Name: Lily, Last Name: Cooper, Middle Name: (blank), and Birth Date: 03/01/2005. On the right, there is a 'Forms' section with a refresh icon and a list of three forms: '2019-2020 New Student Registration Form', '2020-2021 Christian Program Pre-Screen', and '2020-2021 New Student Registration Form'. Each form has a green '+ New' button.

Select the **2020-2021 Christian Program Pre-Screen Form**.

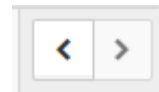
Click on the desired form, to complete the form click on *New*.

Once *New* is clicked, the Registration Form will appear and can be filled out. Following are the options and considerations when completing a form:

- Mandatory fields are bordered in red. You will not be permitted to progress to the next page until they are completed.
  - If a mandatory field is missed, a warning pop up will appear.



- Fields with specific format will display a hint. A black question mark in a circle hover over that circle for the hint.
- Arrow buttons, and page number buttons, are available to navigate through the form.



- Completion status is displayed at the top of the page.



- To save page click on Save located at the top of the page. Data is also automatically saved as each step is completed. A form can be started and completed later.

## Entering Information

- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V4R5, no space
- There is an X on the right side of any box –if you have made a mistake in a field, you can click on the X to clear it and then continue.

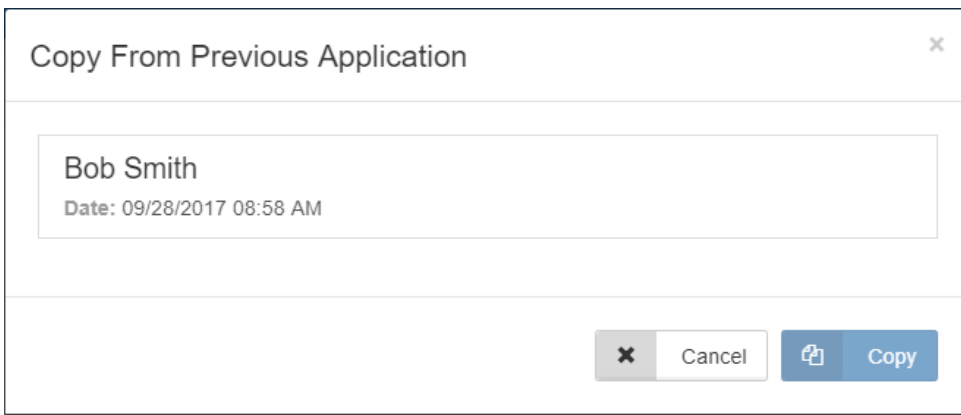
- To go back to the previous screen, you can use the page numbers at the top, but only if you have completed the mandatory information on the screen that you are currently on.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- When the registration is submitted you will receive an email confirming that it was submitted.

### **Copy Headers (when registering multiple students in a family)**

In the case where you may need to fill out the same form for more than one student, some forms will have a "Copy Header". Copy headers allow you to pull information such as parent information from previous form submissions to save time completing multiple forms. This will fill the data between the header selected and the next. If you see a section you'd like to auto-populate with information, press [Copy from previous application](#)


[\[Copy from previous application\]](#)

A pop-up will appear with a list of previous applications submitted from your parent account. You can either select an option and press [Copy](#)



# Completing the GPPSD Christian Programming Pre-Screening Form

STEPS: 1 2 3



**GRANDE PRAIRIE  
CHRISTIAN SCHOOL**

School Information

Grande Prairie Christian School is a Kindergarten to Grade 9 school of choice within the Grande Prairie Public School District.

- A faith-based alternative program.
- The school provides strong Christian instruction integrated in a diverse selection of academic courses with prayer as a key focus in every class.

We are unreservedly committed to providing Christian education based on Biblical principles while still striving for academic excellence in completing the Alberta Education program of studies.

In addition we offer a strong variety of extra-curricular programs. In athletics we field competitive teams for basketball, volleyball, badminton, cross-country running, soccer and track and field. We are also proud of our band program which has demonstrated excellence in performance.

We work to achieve our motto of "pursuing personal excellence and Christ-like character" in preparing our students for lives spent serving God, and glorifying Him through excellence in their future endeavors.

The first page will provide you information about Grande Prairie Christian School.

Scroll down to reveal the student information section of the form.

**Student Information**

Legal Last Name   
This field is required.

Legal First Name   
This field is required.

Legal Middle Name(s)

Preferred Last Name (if different from Legal)

Preferred First Name (if different from Legal)

Date of Birth   
This field is required.

Home Phone   
This field is required.

Gender   
This field is required.

## Student Information

Legal Last name, Legal First name and DOB are required.

Please enter any preferred names used by the student.

## Address Information

**Address Information**

Where do you live?

Apartment or Unit Number

The drop-down box will indicate your choices

Apartment of Unit Number	1A
House/Building Number and Street Address	11504 104 Ave
Mailing City	Grande Prairie
Mailing Province	Alberta
Mailing Postal	<u>T8W 5R2</u>

If you have a  
Apartment/Unit  
Just a regular house  
number and street number  
can be entered.

Where do you live?	County of Grande Prairie
Apartment of Unit Number	18
House/Building Number and Street Address	714042 Range Road 72
Mailing City	County of Grande Prairie No. 1
Mailing Province	Alberta
Mailing Postal	<u>T8W 5R2</u>

(any County Addresses  
please put your house  
number in the unit number  
then your Range Road or  
Township Road in the  
Building number and Street  
address)

<b>Physical Address (only fill in if different than Mailing Address)</b>	
Physical Address	Physical Address
Physical City	Physical City
Physical Province	Physical Province
Physical Postal	Physical Postal

Physical address is required  
if your mailing address is a  
PO Box, or different from  
your mailing address.

**Parent/Guardian Information**

<b>Parent / Guardian Information</b>	
It is our responsibility to ensure that the legal parent/guardian provides and has access to student information.	
Individuals, other than parents, who have been appointed guardianship through an Alberta Court or Court of Queen 's Bench are required to provide copies of the court documents to the school. Upon receipt of these documents, the individual will be granted the rights of a parent. This would include a separate PowerSchool Parent Portal account.	
For more information on Parents and Legal Guardians see our website at <a href="https://www.gppsd.ab.ca/parents/Pages/Parents-and-Legal-Guardians.aspx">https://www.gppsd.ab.ca/parents/Pages/Parents-and-Legal-Guardians.aspx</a>	
<input type="checkbox"/> I do not need a Parent-Mother/Guardian #1	
<b>Parent-Mother / Guardian #1 Info</b>	
Relation to student (i.e. mother etc)	Relation to student (i.e. mother etc)
	This field is required.

Complete the  
Parent/Guardian  
Information Section

## Previous Schooling Information

The screenshot shows a web form with a progress indicator at the top left showing 'STEPS: 1 2 3', where '3' is highlighted. The form contains several input fields with the following labels: 'Last Grade Completed', 'Type of School', 'Has your child ever been suspended or expelled from school?', 'Is there anything else about your child's academic history that we should know?', 'Has your child been part of a special needs class or been identified as having a special need?', and 'Has your child had a referral to a medical specialist, speech therapist, occupational therapist or education specialist?'. At the bottom left is a '< Previous' button and at the bottom right is a green 'Submit' button.

Enter the Previous Schooling Information

Click Submit once complete.

Once the Pre-screen application has been submitted, you will be contacted by the school to complete the interview process.

If after the interview it is determined that the program is a good fit for the student, the deposit will be collected and then the Christian School Registration Form will be assigned to you in School Engage to be completed.