



For GPPSD Preschool Students Enrolling in Kindergarten

Parents will be able to register their children in GPPSD online by logging into their PowerSchool Parent Portal and connecting to School Engage.

Tuesday, March 10, 2020 Preschool Parents will receive an email, letting them know the 2020-2021 Preschool to Kindergarten Registration Form has been assigned to them and requires action. Please sign in to your PowerSchool Parent Portal, Click on School Engage to review, edit and pre-populate any required information on the form.

Tuesday, March 17, 2020, at 8:30am, you will be login to your PowerSchool Parent Portal and School Engage and submit the form.

Some programs fill up quickly so be sure to apply early to maximize choice. Keep in mind that we always have space in our kindergarten programs however you may NOT be guaranteed to have your choice of Kindergarten schedules.

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.

From: Grande Prairie Public School District <donotreply@schoolengage.ca>
Sent: Wednesday, March 6, 2019 3:14 PM
To: parent.name@email.ca
Subject: Form has been assigned

Application has been assigned

Greetings Preschool Parent Name

The **Preschool to Kindergarten Are You Returning? Form** has been assigned for Preschool Student Name.

To access the form click [here](#)

Sincerely,

Grande Prairie Public School District

SchoolEngage System Administration
Intellimedia Inc. © 2017

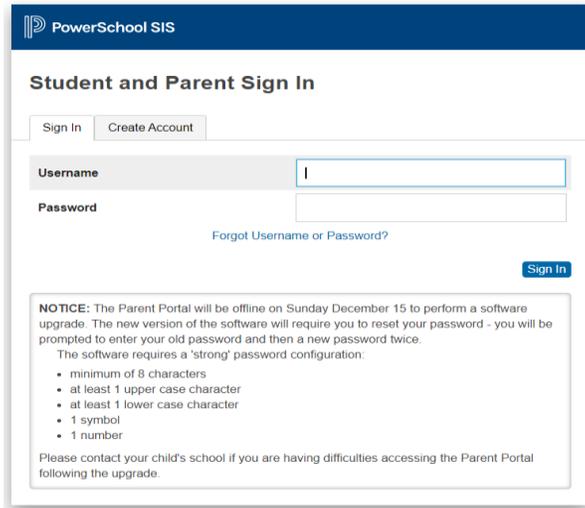
Click on the Link in the email, it will take you to the PowerSchool Parent Portal.

The link to the PowerSchool Parent Portal can be found on the GPPSD website home page at

www.gppsd.ab.ca.

Click the button





The image shows the PowerSchool SIS 'Student and Parent Sign In' page. At the top, there are tabs for 'Sign In' and 'Create Account'. Below these are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is positioned to the right of the password field. A 'NOTICE' box at the bottom contains information about a software upgrade on Sunday, December 15, and lists password requirements: minimum 8 characters, at least 1 upper case character, at least 1 lower case character, 1 symbol, and 1 number. It also provides contact information for school difficulties.

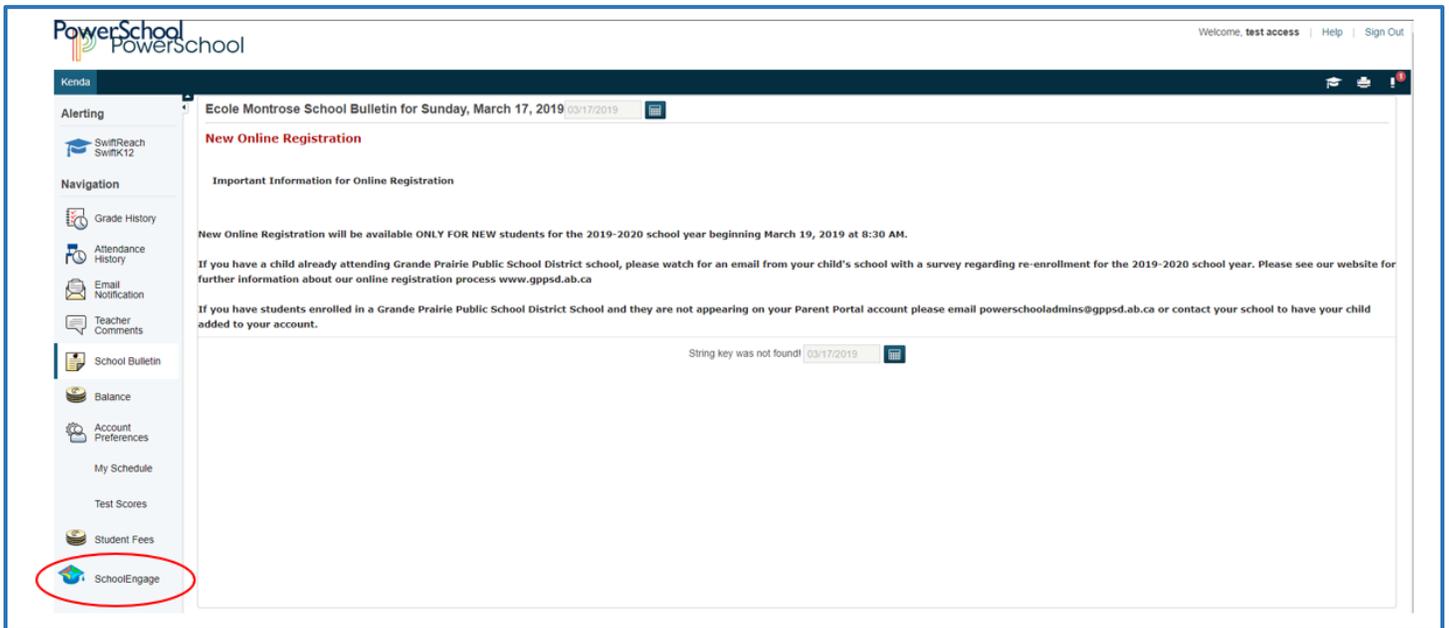
This will take you to the log in screen for the PowerSchool Parent Portal.

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

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

Once you sign in the School Engage Home Page will open (if it does not, click on the School Engage logo).

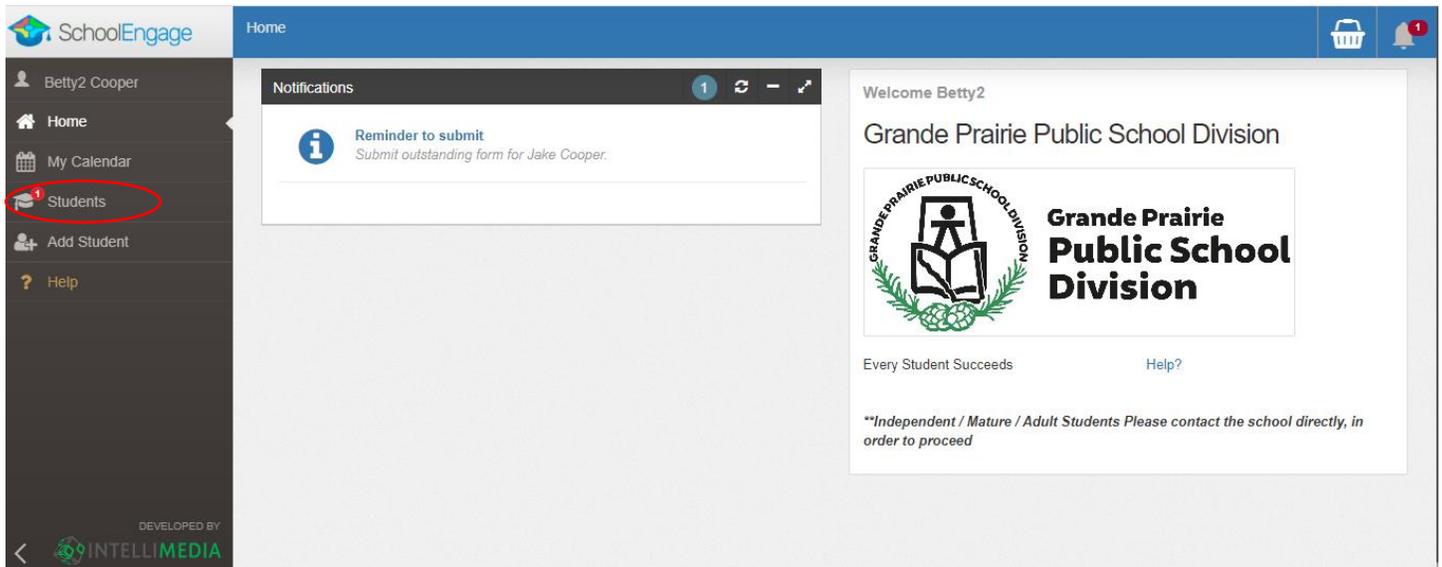
Once you sign in the PowerSchool Parent Portal Home Page will open.



The image shows the PowerSchool Parent Portal Home Page. The top navigation bar includes the PowerSchool logo, the user name 'test access', and links for 'Help' and 'Sign Out'. A left sidebar menu lists various services: Alerting (SwiftReach, SwiftK12), Navigation (Grade History, Attendance History, Email Notification, Teacher Comments), School Bulletin, Balance, Account Preferences, My Schedule, Test Scores, Student Fees, and SchoolEngage. The SchoolEngage icon is circled in red. The main content area displays a school bulletin for Ecole Montrose School on Sunday, March 17, 2019, with a 'New Online Registration' section. The bulletin text states that online registration is available only for new students starting March 19, 2019, at 8:30 AM. It also provides information for re-enrollment and contact details for Grande Prairie Public School District. A message at the bottom of the bulletin area reads 'String key was not found!'.

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

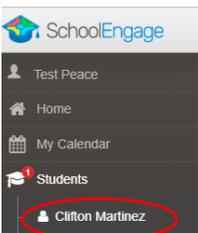
This is the School Engage Home Page



The screenshot shows the School Engage Home Page for Betty2 Cooper. The navigation menu on the left includes 'Home', 'My Calendar', 'Students' (highlighted with a red circle), 'Add Student', and 'Help'. A notification box displays a reminder to submit a form for Jake Cooper. The main content area features a welcome message for Betty2, the Grande Prairie Public School Division logo, and the motto 'Every Student Succeeds'. A note at the bottom states: '*Independent / Mature / Adult Students Please contact the school directly, in order to proceed'.

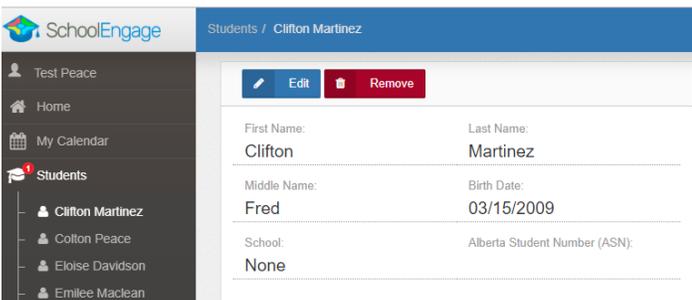
The Students box will list all the students attached to your account.

On the left menu click Students, this will list all the students in your account.



The screenshot shows the School Engage navigation menu. The 'Students' option is highlighted with a red circle, and a student named 'Clifton Martinez' is listed below it.

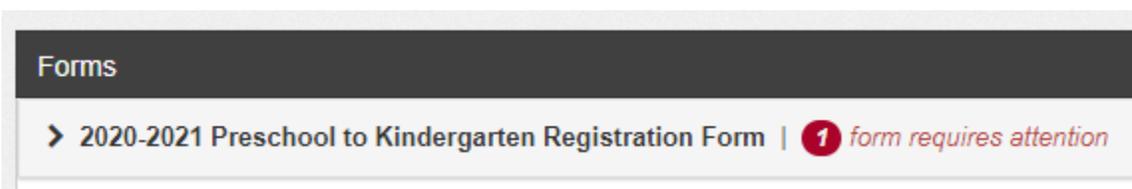
Open the student that you want to register for Kindergarten,



The screenshot shows the 'Students / Clifton Martinez' page. The left navigation menu lists 'Clifton Martinez' as the selected student. The main content area displays the student's information:

First Name:	Last Name:
Clifton	Martinez
Middle Name:	Birth Date:
Fred	03/15/2009
School:	Alberta Student Number (ASN):
None	

This will be all the student information



The screenshot shows the 'Forms' section in School Engage. It displays a list of forms, with the '2020-2021 Preschool to Kindergarten Registration Form' highlighted. A red circle and the number '1' indicate that this form requires attention.

On the right side you will see the forms list, please complete this form.

Student Information	
Legal Last Name	<input type="text" value="Legal Last Name"/> <small>This field is required.</small>
Legal First Name	<input type="text" value="Legal First Name"/> <small>This field is required.</small>
Legal Middle Name(s)	<input type="text" value="Legal Middle Name(s)"/>
Preferred Last Name (if different from Legal)	<input type="text" value="Preferred Last Name (if different from Legal)"/>
Preferred First Name (if different from Legal)	<input type="text" value="Preferred First Name (if different from Legal)"/>
Date of Birth	<input type="text" value="Date of Birth"/> <small>This field is required.</small>
Home Phone	<input type="text" value="Home Phone"/> <small>This field is required.</small>
Gender	<input type="text" value="Gender"/> <small>This field is required.</small>

Most of the information will already be populated, from the information that is currently in PowerSchool. Please make any required changes by typing over the information currently in the boxes.

Enter all the Student Information

Use the arrows at the top right of the page to maneuver to the next page



Address Information	
Do you live in the:	<input type="text" value="Do you live in the:"/> <small>This field is required.</small>
Mailing Address	<input type="text" value="Mailing Address"/> <small>This field is required.</small>
Mailing City	<input type="text" value="Mailing City"/> <small>This field is required.</small>
Mailing Province	<input type="text" value="Mailing Province"/> <small>This field is required.</small>
Mailing Postal	<input type="text" value="Mailing Postal"/> <small>This field is required.</small>
Physical Address (only fill in if different than Mailing Address)	
Physical Address	<input type="text" value="Physical Address"/>
Physical City	<input type="text" value="Physical City"/>
Physical Province	<input type="text" value="Physical Province"/>

Enter all your address information

School Registration and Program Choice

School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.

Overall Program Choice

Designated School

Overall Program Choice

English Program

French Immersion Program

Montessori Program

This field is required.

School Registration and Program Choice

Indicate which program you choose, if you are registering your student in your Designated School, choose English Program.

School Registration and Program Choice

School Information

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Overall Program Choice

Designated School

English Program

Roy Bickell Public School

Your Designated School should prepopulate based on your address, if not choose your neighbourhood school.

If you are unsure which school click on this link <http://edulog.gppsd.ab.ca/livewq/webquery/>

School Registration and Program Choice

School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.

Overall Program Choice

Designated School

English Program

Roy Bickell Public School

I would like to register for a school other than my designated school.

This child is registered for Child Care Services in YMCA.

Kindergarten Program Choices

Parents seeking a kindergarten program structure different from that of their boundary school may seek enrollment in another GPPSD school through a Boundary Exemption.

Program Choice #1

Program Choice #2

Program Choice #1

This field is required.

Program Choice #2

This field is required.

Based on your Designated School

Indicate your Kindergarten Program Choices.

Example:

Monday to Friday AM or
Monday to Friday PM

The next page is for information about Immunizations – questions about immunization can be directed to Alberta Health Services.

Parent and Guardian Information

Please review, revise and complete information for each parent or guardian, whether or not they are living together and with the student. Information is collected to ensure communication is directed to the appropriate individual(s) and/or address(es).

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 <https://www.gppsd.ab.ca/parents/Pages/Parents-and-Legal-Guardians.aspx>

There are 4 Parents/Guardians sections available. Any current information in PowerSchool will populate to the boxes. Please include only natural parents, involved Step parents or guardian information. Grandma and Grandpa, Aunts and Uncles or family friends can be included in the Emergency Contacts on the next page.

Single fathers can click this box. I do not need a Parent-Mother/Guardian #1

Parent-Mother / Guardian #1 [Copy from previous application]	
Relation to student (i.e. mother etc)	<input type="text" value="Relation to student (i.e. mother etc)"/> <small>This field is required.</small>
Last Name	<input type="text" value="Last Name"/> <small>This field is required.</small>
First Name	<input type="text" value="First Name"/> <small>This field is required.</small>

Parent information can be copied from your other children's applications by clicking "Copy from previous application"

Student lives with this Parent / Guardian	<input type="text" value="Student lives with this Parent / Guardian"/> <small>This field is required.</small>
Is the Mother/Guardian #1 a legal guardian of the student	<input type="text" value="Is the Mother/Guardian #1 a legal guardian of the student"/> <small>This field is required.</small>

Please indicate if the student is living with each parent and if that parent is a Legal Guardian.

Student lives with this Parent / Guardian	<input type="text" value="yes"/>
Is the Mother/Guardian #1 a legal guardian of the student	<input type="text" value="yes"/>
If this person is not the student's Mother but does have legal custody/guardianship, are there any court orders affecting access to the student. (Note: Copies of Court Documents are required)	<input type="text" value="If this person is not the student's Mother but does have legal custody/g"/> <small>This field is required.</small>

Step-parents or guardians must provide documentation (legal court documents) for access of student information to be provided.

Custody/Guardianship Documents Upload
<input type="button" value="Upload"/>

Please upload documents in the area provided.

Enter the Parent-Father/Guardian #2 accordingly – it is the same format as above.

Parent-Father / Guardian #2

I do not need a Parent-Father/Guardian #2

If additional parents/guardians' information isn't required check the box accordingly.

Parent / Guardian #3

I need a 3rd guardian

Parent / Guardian #4

I need a 4th guardian

If more guardians are required, click the "I need at 3rd guardian" box. Again, guardian documentation will be required for this Parent/Guardian #3 or #4 to have student information access.

Other Guardianship, Custody or Access Rights

Other Guardianship, Custody Or Access Rights

If your child is subject to any other orders or agreements, other than mentioned above, please indicate below and discuss this situation with the school administration. If an order, or Kinship agreement exists affecting guardianship rights or custody or access rights, a copy of the order or agreement will be required for the student's record.

Are there any other court orders affecting access to the student. (Note: Copies of Court Documents are required)

Are there any other court orders affecting access to the student. (Note: Copies of Court Documents are required)

Any other custody or access issues that effect the student indicating Legal Guardianship than above, must upload copies of Court Orders.

Please upload any other documents that are applicable in this section: e.g. custody orders.

Emergency Contacts

Contact in Case of Emergency or School Closure

An 'emergency contact' is someone other than the student's parent or guardian. Please provide emergency contacts to be used in the event that school personnel cannot contact those listed as parent(s) or guardians

I acknowledge that I have no emergency contact

Emergency Contact #1 (Other than parents / guardians) [\[Copy from previous application\]](#)

Relation to student. (i.e. stepmother/grandfather, etc.)	Relation to student. (i.e. stepmother/grandfather, etc.)
<input type="text"/>	<input type="text"/>
	This field is required.
Full Name	Full Name
<input type="text"/>	<input type="text"/>
	This field is required.
Home Phone	Home Phone
<input type="text"/>	<input type="text"/>
	At least one of phone number must be entered.
Cell Phone	Cell Phone
<input type="text"/>	<input type="text"/>
	At least one of phone number must be entered.
Work Phone	Work Phone
<input type="text"/>	<input type="text"/>
	At least one of phone number must be entered.

I need a 2nd Emergency Contact

These are contacts other than the students Parent/Guardian.

If there is no Emergency Contact, that is fine, please click the box indicated.

If you require more than one Emergency Contact, please click the box indicated and complete the information.

Important Student Medical Conditions

Please enter any medical considerations that the school should be aware of. Please leave BLANK if there are no concerns.

Medical Considerations	
If the student DOES NOT have any medical concerns please leave the field below BLANK.	
Medical conditions or problems the school should know about? (i.e. anaphylactic reactions, diabetic, epilepsy, allergies, seasonal allergies, food sensitivity etc.) Please describe briefly:	Medical conditions or problems the school should know about?

For students that have **Life Threatening Allergies or Medical Conditions that require the Administration of Medical Treatment or Medication at**

school please click below to see our Administrative Procedures and the corresponding forms to ensure correct action is taken at the school.

[AP - 316 Administration of Medication and Medical Treatment to Students](#)

[Form 316-1 Administration of Medication or Medical Treatment Form](#)

[AP 317 - Protection of Those with Life Threatening Allergies](#)

[Form 317-1 Risk Reduction Plan and Emergency Plan - Anaphylaxis](#)

Student Special Needs

To provide an opportunity for the school to understand the student's needs please complete the Student Special Needs areas. Each question requires a Yes or No answer. If you answer Yes, there will be another question appear to get more information and allow you to upload any documents you may have to provide the school with more information to best serve your child.

Student's Special Needs	
Collecting this information provides an opportunity for the school to understand your student's needs.	
Has your child formerly attended a Program Unit Funded (PUF) program?	Has your child formerly attended a Program Unit Funded (PUF) program? This field is required.
Specialized Programming	
Has your child received specialized programming or support in their former school? Including IPP's or Educational Plans	Has your child received specialized programming or support in their former school? This field is required.
Special Equipment	
Does your child have any special equipment needs?	Does your child have any special equipment needs? This field is required.

Medical Diagnosis

Does your child have any Medical Diagnosis? (E.g. Doctor letter or hospital such as Glenrose report)

Does your child have any Medical Diagnosis? (E.g. Doctor letter or hospital)

This field is required.

Formal Assessments

Has your child had any formal assessments?

Has your child had any formal assessments?

This field is required.

Services or Agency Support

Is your child receiving any services and or agency supports? (E.g. Alberta Health Services, (FSCD) Family Supports for Children with Disabilities, private therapies or counselling, etc.)

Is your child receiving any services and or agency supports? (E.g. Alberta Health Services, (FSCD) Family Supports for Children with Disabilities, private therapies or counselling, etc.)

This field is required.

Other Special Needs Information

If the student DOES NOT have any Other Special Needs Information please leave the field below BLANK.

Please provide any other information that may not have been covered above that you feel will be important to the school.

Please provide any other information that may not have been covered above that you feel will be important to the school.

Aboriginal Students

Aboriginal Self Identification

Your student's Aboriginal Identification is:

I need to change my student's Aboriginal Identification

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780-427-8501.
If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at 780-532-4491.

As you register your child (children) for the school, please take the time to look at the Aboriginal Self-Identification question

on the form. If you have previously identified your child as Aboriginal, the identification can continue by doing nothing to this page.

I need to change my student's Aboriginal Identification

If you wish to declare the student is Aboriginal, please select one:

First Nation (status)

First Nation (non-status)

Métis

Inuit

If you would like the change the current identification of your child, click the “I need to change my student’s Aboriginal Identification” and check the correct box.

If you or your child identify as First Nations, Métis, Non-Status or Inuit, you can identify under the Alberta Education Aboriginal Data Collection Initiative. Please note, you do not need to have a treaty or Métis card to self-identify. Self-declaration is voluntary and is collected pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act and will be kept strictly confidential. In self-identifying your child this information is then used as part of the funding calculation for our Division. The funding is then allocated to the Division FNMI Program.

Information, Consent Forms and Agreements

Freedom of Information and Protection of Privacy Act (FOIP)

Please read the information regarding the Division collection and use of personal information.

FOIP Consent

This consent allows the School to use the student's personal information.

By signing this form, you are agreeing that your child's personal information may be used in the following ways by the school and school Division. Examples include, but are not limited to:

- video recordings;
- displays;
- posting pictures, videos, podcasts or presentations online;
- external publications such as brochures, program booklets, or newsletters; and
- accessing and posting information to public websites or social media applications (e.g., Facebook, Picasa, Flickr, YouTube, Twitter and other emerging technologies).

There may also be occasions where photos are taken of students at school sponsored activities by media or staff, for publication, where students are not identified by name, such as: photographs or videos of students on the playground, taking part in music or sporting events or simply watching an event, etc.

Copyright Consent

The federal Copyright Act requires that permission from the copyright owner, in this case the student, be obtained from the student's parent to use or reproduce the schoolwork (e.g. artwork, essays, poems) in this way. For example, the school may want to display student artwork at community events or on the school's web page, or submit schoolwork to Alberta Education. Displaying the work would be considered a "public performance" of the work under the Copyright Act.

Electronic Communications Consent

Allows the school to communicate with all the emails listed within the application electronically.

Tuition Agreements and Pre-Authorized Debit Forms

Any Programs (French Immersion and Montessori Preschool) that require tuition payments will have an outline of tuition fees and a pre-authorized debt forms that are required for with payment.

Emergency Procedures Guide for Parents

Provides information for parents on emergency procedures, terminology, drills dismissals and parent-child reunion procedures during an emergency.

Declaration

Declaration

I declare that all the information on this form is, to the best of my knowledge, accurate.
Please Note: You cannot make changes once you have submitted your form. You can only return to the form to upload documents.

I agree to inform the school if there are any changes to this information.

Please Note: You cannot make changes once you have submitted your form
For any further changes after submission please contact the school.

I hereby certify that the above information given are true and correct

Date:

Parent/Guardian Electronic Signature

By entering your name in this field, you are providing electronic consent

Complete the declaration, and click the Green Submit button. Your application will then be complete. You will receive an email that indicates the Division has received your application.

**From March 10 – March 17 prior to 8:30am the green submit button will not be visible.
Please return after March 17 at 8:30am to submit the form.**

**Our online application process will be available for submissions starting at
8:30 am on March 17, 2020.**