



New Families Enrolling Students for Christian Programming (Kindergarten to Grade 9)

Parents will be able to register their children for Christian Programming in GPPSD through our online registration system.

To start Parents must create an account in School Engage, the link to School Engage can be found on the GPPSD Website www.gppsd.ab.ca the picture looks like this



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 School Engage, populate information in your form and submit.

Signing into School Engage

The button on the home page will take you to the School Engage log in window. Please click the link to create an account.

A screenshot of the SchoolEngage login page for Grande Prairie Public School Division. The page features the SchoolEngage logo at the top, followed by the school's logo and name. Below this is a "Sign In" section with an "EMAIL" field (with a "Please enter your email address" error message), a "PASSWORD" field, and a "Forgot password?" link. A "Create new account?" link is circled in red. A "Sign In" button is located to the right of the password field. At the bottom, there is a "SchoolEngage Service Announcements" section with a message: "There are no upcoming SchoolEngage Service Announcements at this time." The footer includes "SchoolEngage v1.9.9.2 - developed by INTELLIMEDIA POWERING SUCCESS".

Once the account is created you will receive an email to confirm your account. **Please check your Junk Mail folder in your email if you don't receive it.**

Once you confirm your account go back to this window and log in to School Engage.

Once the account is created you will receive an email to confirm your account.

Click the "here" in your email to confirm your account. **Please check your Junk Mail folder in your email if you don't receive it.**

From: Grande Prairie Public School Division
<donotreply@schoolengage.ca>
Sent: Thursday, February 27, 2020 9:47 AM
To: Betty Cooper <Betty.Cooper@GPPSD.ab.ca>
Subject: Account Creation Confirmation



SchoolEngage Account

Greetings Betty Cooper,

To confirm creation of your SchoolEngage account please click [here](#).

If you cannot open the link, please copy and paste into the browser.

<https://gppsd.schoolengage.ca/api/users/552302/confirm-email?key=132272956079953995>

Once you confirm your account go back to the login window and log in to School Engage using your email and password you used to set up the account.

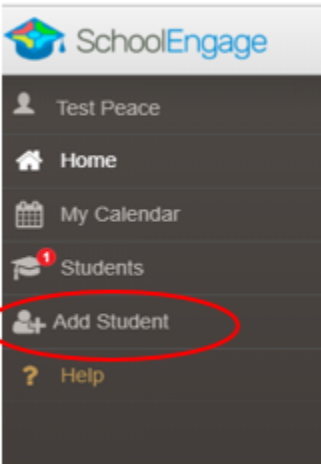


This button on the GPPSD web page will take you back to the School Engage log in window.

This is the School Engage Home Page

A screenshot of the School Engage web application interface. The top navigation bar is blue with the SchoolEngage logo on the left and a home icon and a notification bell on the right. A dark sidebar on the left contains navigation links: Betty2 Cooper, Home, My Calendar, Students (with a red notification dot), Add Student, and Help. The main content area has a "Notifications" section with a "Reminder to submit" message: "Submit outstanding form for Jake Cooper." Below this is a "Welcome Betty2" section for the "Grande Prairie Public School Division", featuring the school's logo and the motto "Every Student Succeeds". At the bottom, there is a disclaimer: "**Independent / Mature / Adult Students Please contact the school directly, in order to proceed". At the very bottom left, it says "DEVELOPED BY INTELLIMEDIA".

On the left Navigation Menu click Add Student.



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

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

A screenshot of the 'Add Student' form. The form is titled 'Add Student' and has a close button (X) in the top right corner. It contains four input fields: 'First Name', 'Last Name', 'Birth Date' (with a calendar icon), and 'Middle Name'. At the bottom right, there are two buttons: 'Cancel' (with an X icon) and 'Save' (with a checkmark icon).

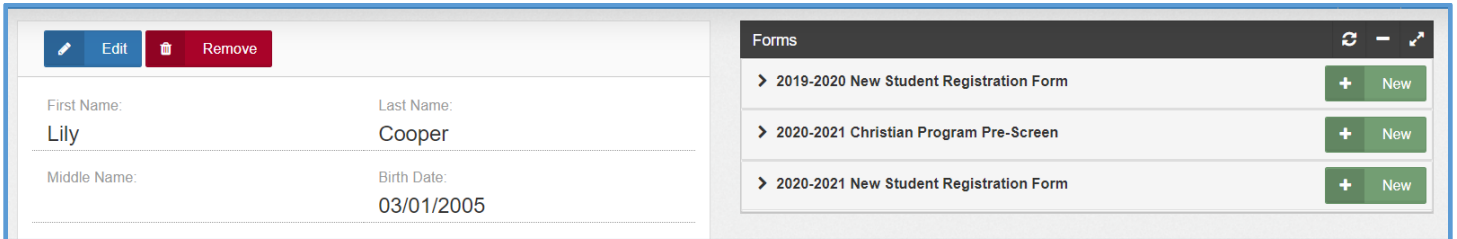
- Student Legal First, Middle and Last Name
- Date of Birth

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



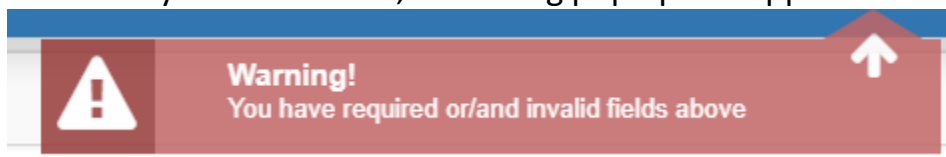
The screenshot shows a user interface for a student page. On the left, there are 'Edit' and 'Remove' buttons. Below them, student information is displayed: First Name: Lily, Last Name: Cooper, Middle Name: (blank), and Birth Date: 03/01/2005. On the right, a 'Forms' section lists three forms: '2019-2020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

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

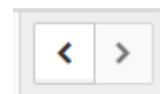
Click on the desired form, to complete the form click on *New*.

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.
- 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.

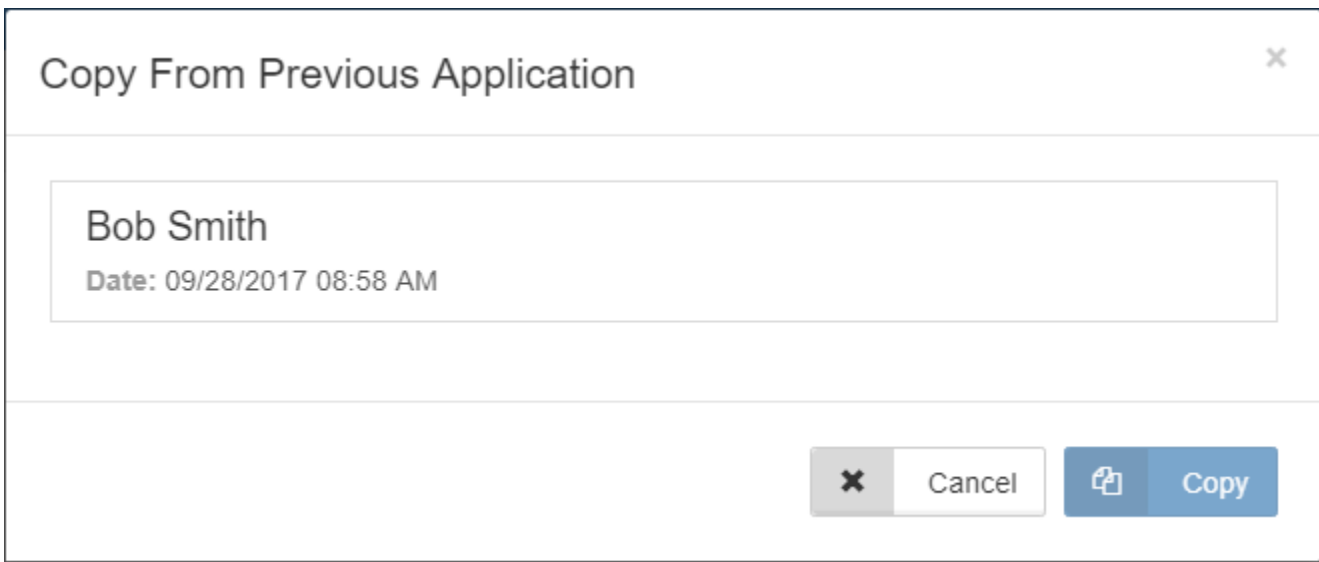
- To go back to the previous screen, you can use the page numbers at the top, but only if you have completed the mandatory information on the screen that you are currently on.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- When the registration is submitted 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?
This field is required.

Apartment of Unit Number

House/Building Number and Street Address
This field is required.

Mailing City
This field is required.

Mailing Province

Mailing Postal
This field is required.

The first question in the address information will ask "Where do you live?" The drop-down box will indicate your choices

This will be your mailing address information.

Physical Address (only fill in if different than Mailing Address)

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

Parent-Mother / Guardian #1 Info

Relation to student (i.e. mother etc)	Mother
Last Name	Cooper
First Name	Betty
Mailing Address (if different than student)	Mailing Address (if different than student)

Complete the Parent/Guardian Information Section

Previous Schooling Information

STEPS: 1 2 3

Last Grade Completed	Last Grade Completed
Type of School	Type of School
Has your child ever been suspended or expelled from 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?	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?	Has your child been part of a special needs class or been identified as having a special need?
Has your child had a referral to a medical specialist, speech therapist, occupational therapist or education specialist?	Has your child had a referral to a medical specialist, speech therapist, occupational therapist or education specialist?

◀ Previous Submit

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.