Submit the Registration of a Child-New GPPSD Family Instructions

For students enrolling in a GPPSD School for the First time or who are not currently attending a GPPSD School

Contents

Submitting the Registration of Child of a New Family to GPPSD

New Kindergarten to Grade 12 & Montessori or French Immersion Preschool

This information is for Parents/Guardians who are new to Grande Prairie Public School Division (GPPSD) and enrolling a child in school for the first time or enrolling a child who is not currently attending a GPPSD school and need to Submit a prepopulated.

Registration will open for form submission on **March 11 at 8:30 a.m.**

Registration Information

https://www.gppsd.ab.ca
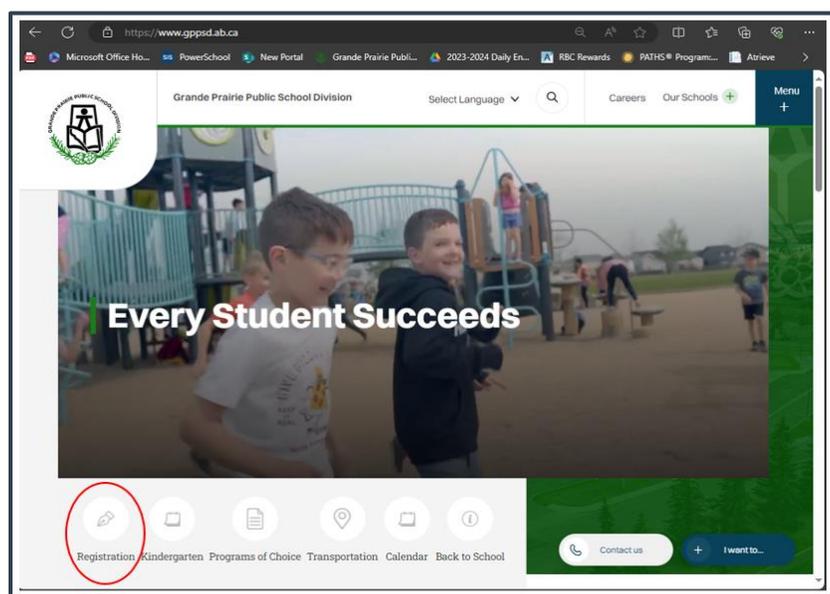
If you would like more information on registering your child, it can be found on the GPPSD website at:

https://www.gppsd.ab.ca/registration


You can click the **Register a Child (New GPPSD Family)** button to take to the SchoolEngage log in screen.

You will need the link to SchoolEngage to access the online registration form you have previous prepopulated. You can find the SchoolEngage link in two places.
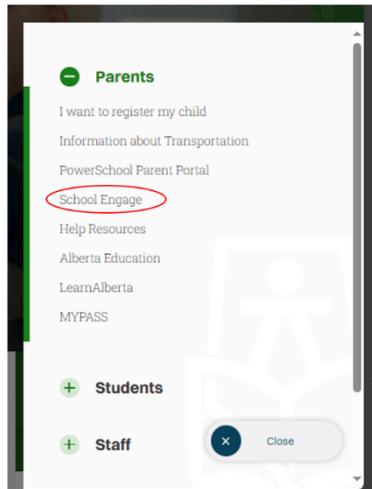
SchoolEngage on the GPPSD website on the home page at www.gppsd.ab.ca.
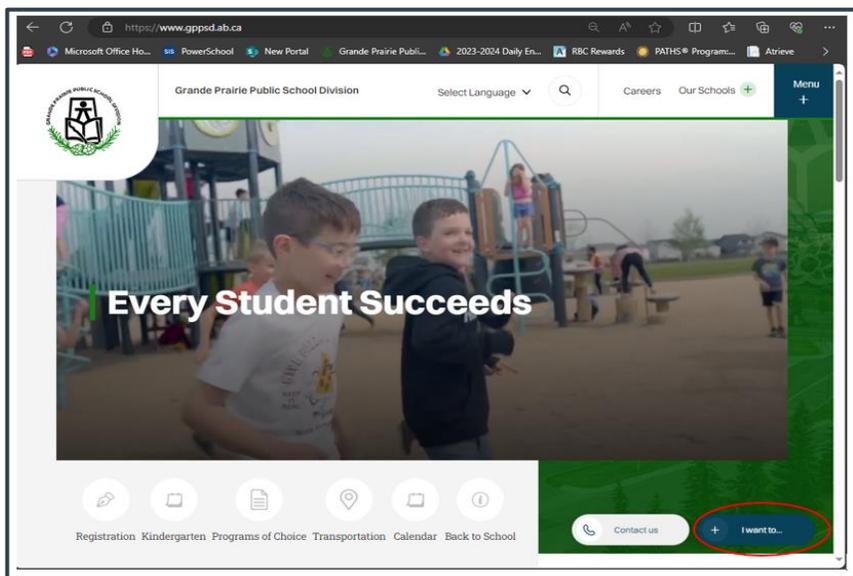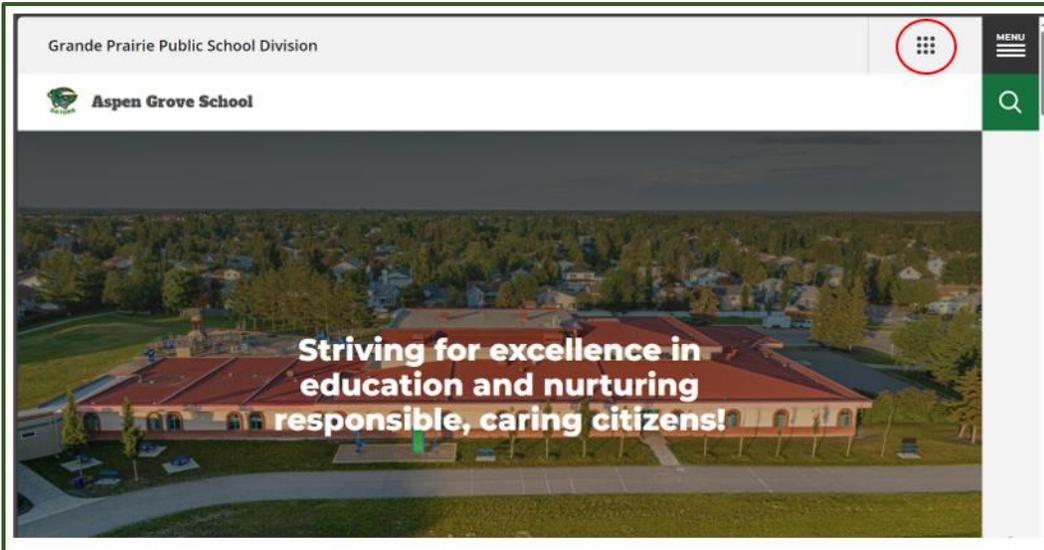

To find the SchoolEngage Link
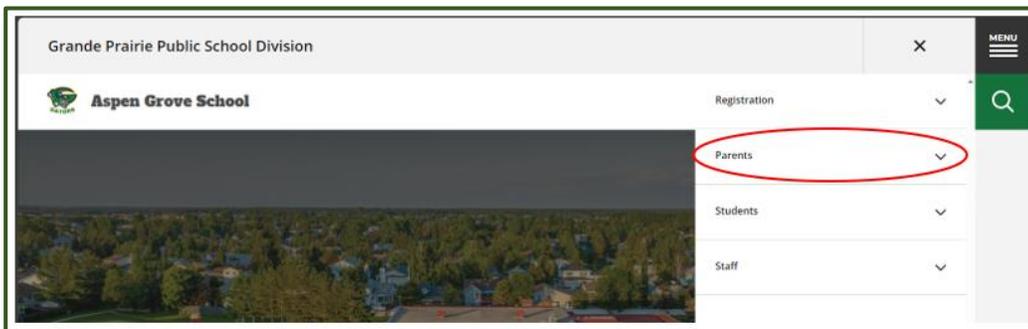
Click 'I want to...'
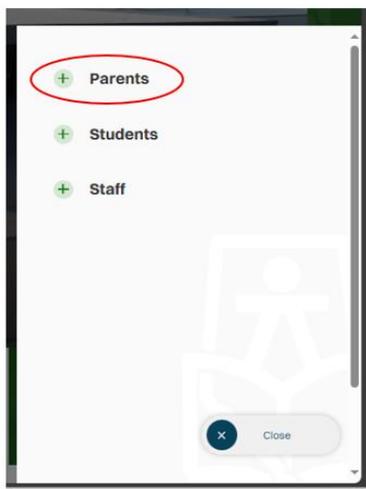
Select '+Parents'

Select 'SchoolEngage'

https://gppsd.schoolengage.ca/#/login

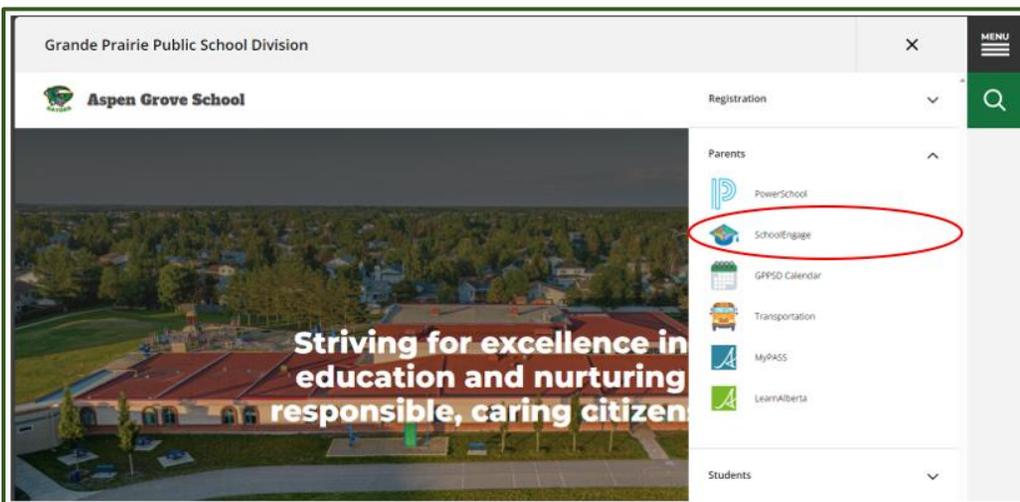Or see next page for where to SchoolEngage on your school website.

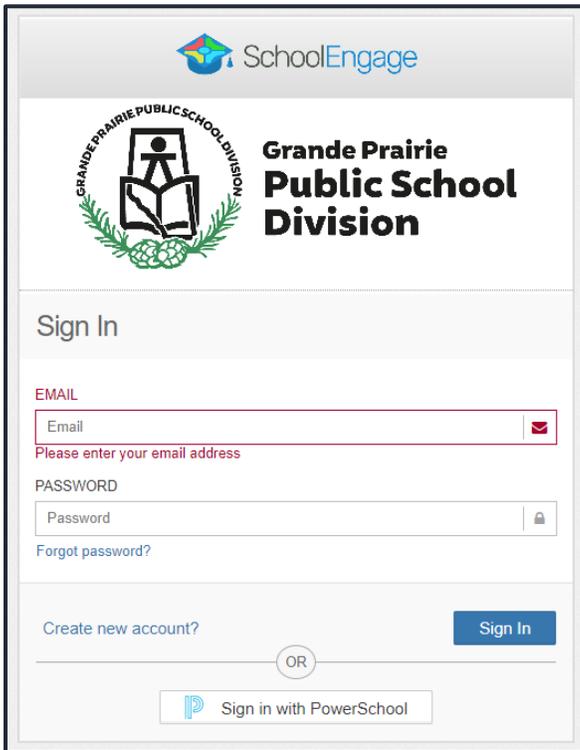## SchoolEngage on your School website

Select the waffle menu

Select Parents in the drop down menu

Select SchoolEngage from the Parent drop down menu.
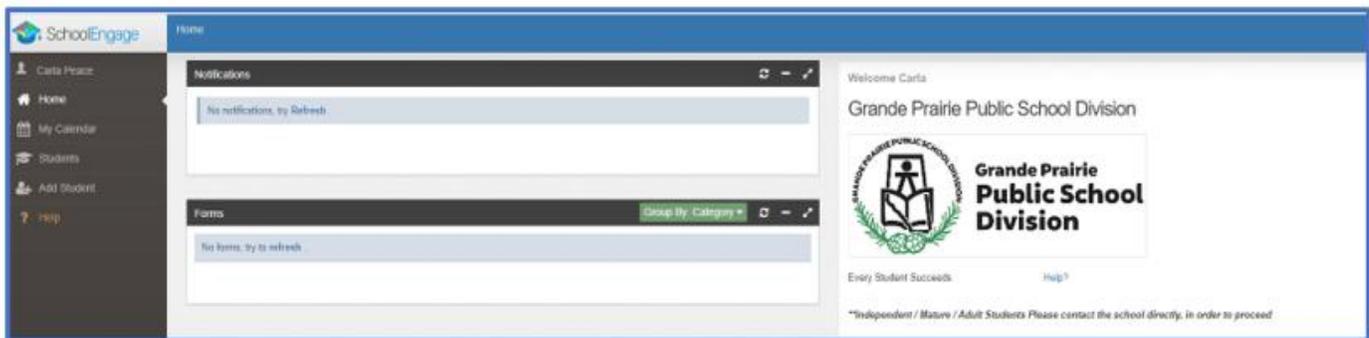
Sign in to your SchoolEngage Account

The button on the home page will take you to the School Engage log in window.

Please enter your email and password that you used to create your SchoolEngage account.

SchoolEngage Home Page

Student Selection

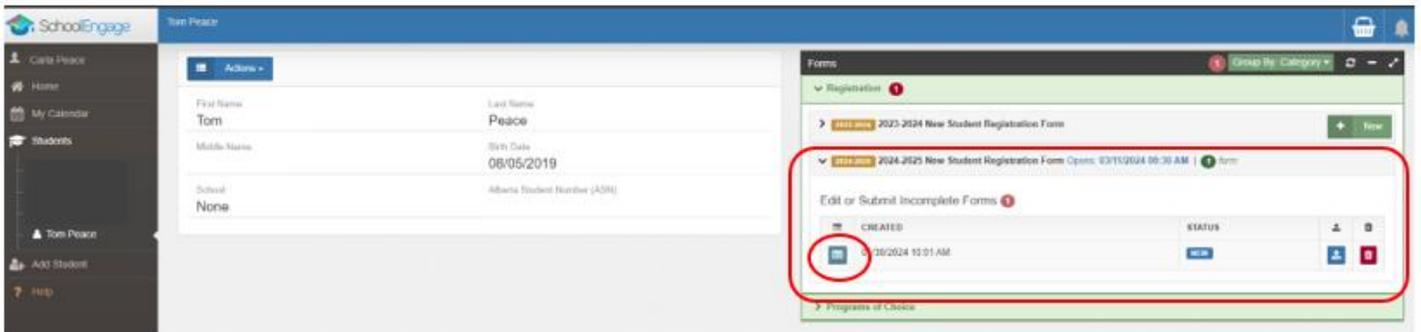On the left Navigation Menu select Students

This is the list of all the students attached to your account
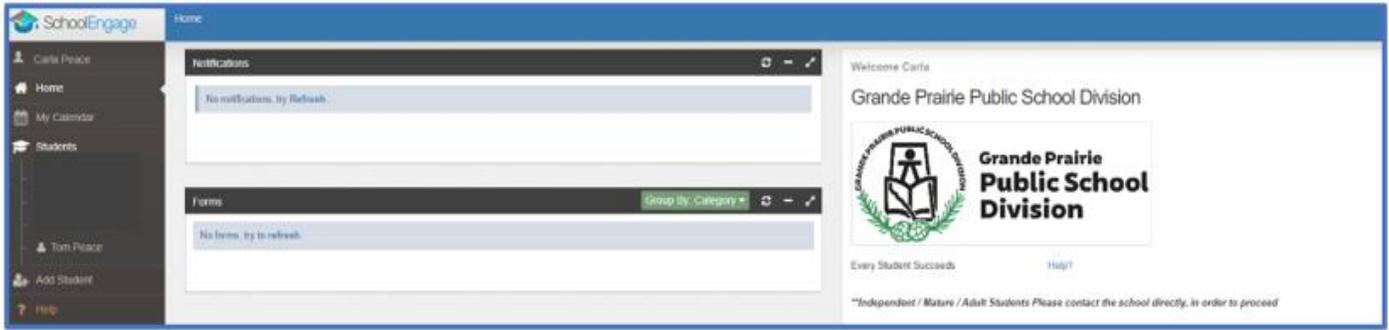
Select the student that you want to complete the form for.

Click the yellow box with the year of the form to open the form information.

In the form information box click to blue box with the lines to open the form

Getting to the last page of the form

This is the first page of the form. You can review the information you have entered in the form by going through each page by clicking 'Next' at the bottom of each form or clicking into each page from the Steps list at the top.

The Declaration and Submit is the last page in the form. Click the last page.

Submit

Click submit when your form is complete.
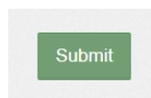
Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.

Ensure all Required Documentation has been uploaded or sent to the school:

- a copy of the student's birth certificate or other documentation related to citizenship/residency
- Proof of address (Utility or Rental agreement, real-estate sales agreement with parent/guardian name – matching address in the form)
- Custody/Guardianship documents if applicable
- Alberta Health Care number
- Banking information, if required for Program of Choice tuition, pre-authorized debit, etc.

If you are unable upload documentation with this application, please contact the school to provide them a copy. If required documentation is not received, the processing of your application may be delayed.