

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

**For Prepopulating, Creating and Submitting the Christian Program Pre-Screen**

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## Christian Program Pre-Screen form for a Child of a New Family to GPPSD

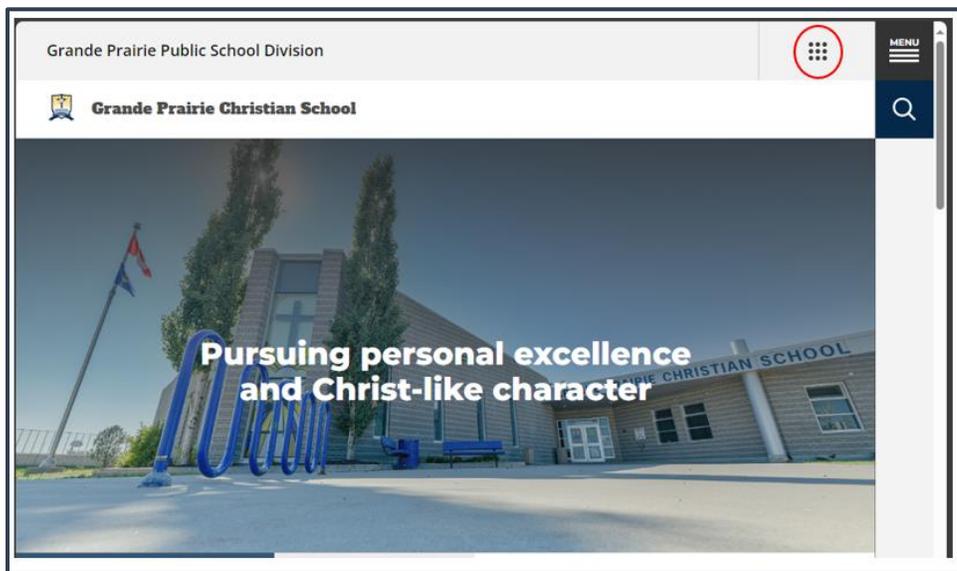
### New Kindergarten to Grade 9

This information is for Parents/Guardians who are new to Grande Prairie Public School Division (GPPSD) and wishing to enroll a child in the Grande Prairie Christian School for the first time or enrolling a child who is not currently attending a GPPSD. Instructions are how to Prepopulate a form before Registration opens, complete the form if registration is open and Submit a prepopulated Pre-Screen.

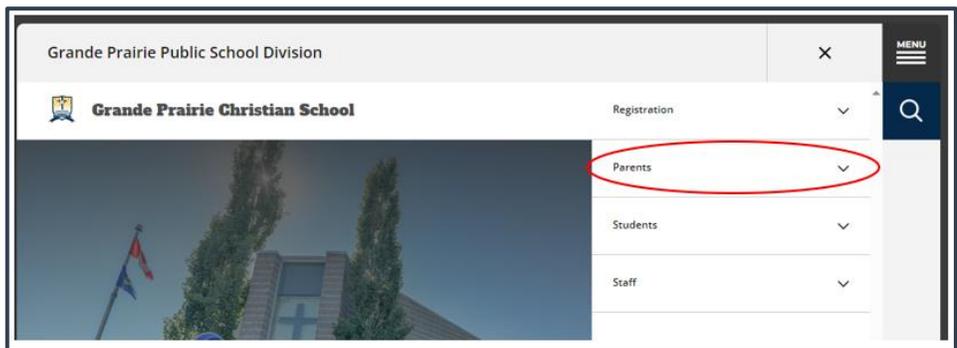
Registration will open for form submission on **March 11 at 8:30 a.m.**

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.

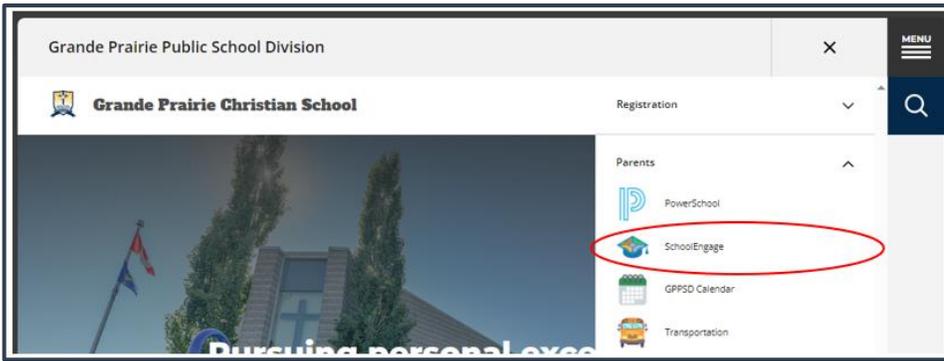
### Log into SchoolEngage



Select the waffle menu

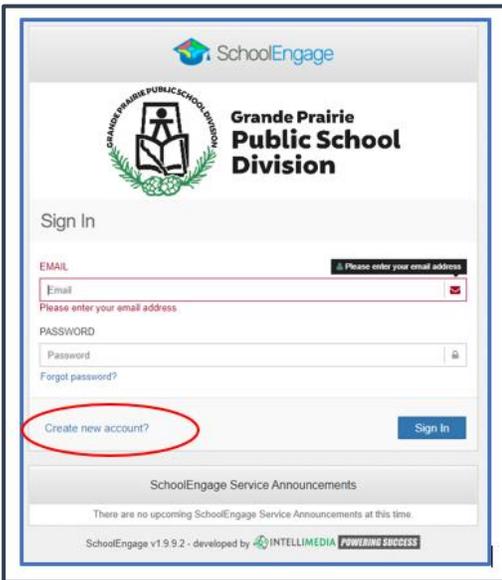


Select 'Parents' in the drop down menu



Select 'SchoolEngage' from the Parent drop down menu.

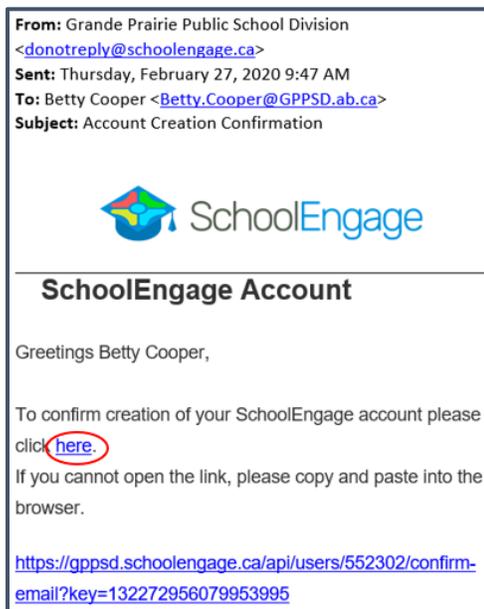
## Sign in to your SchoolEngage Account



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

Please create your SchoolEngage account.

## Verification Email



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

Click the "here" in your email to confirm your account.

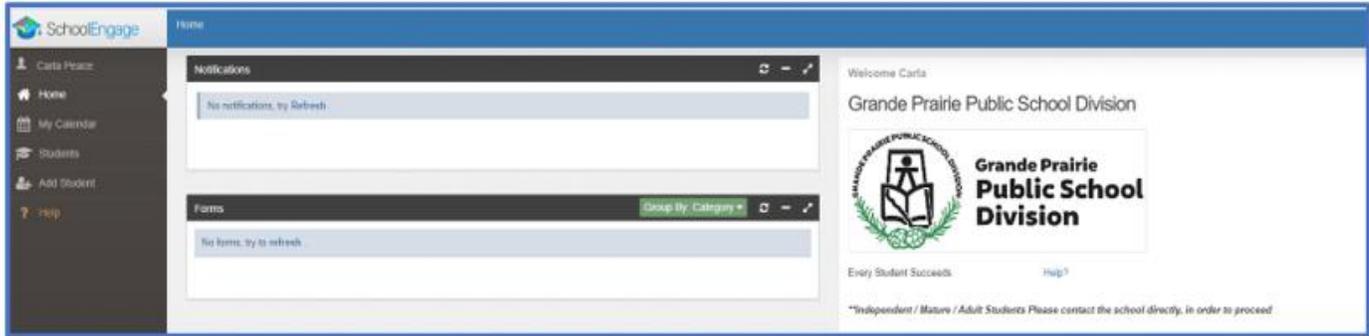
**Please check your Junk Mail folder in your email if you don't receive it.**

Once you confirm your account go back to

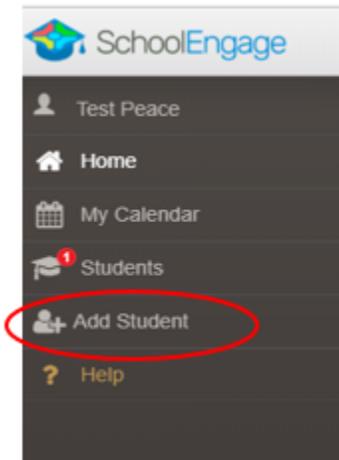
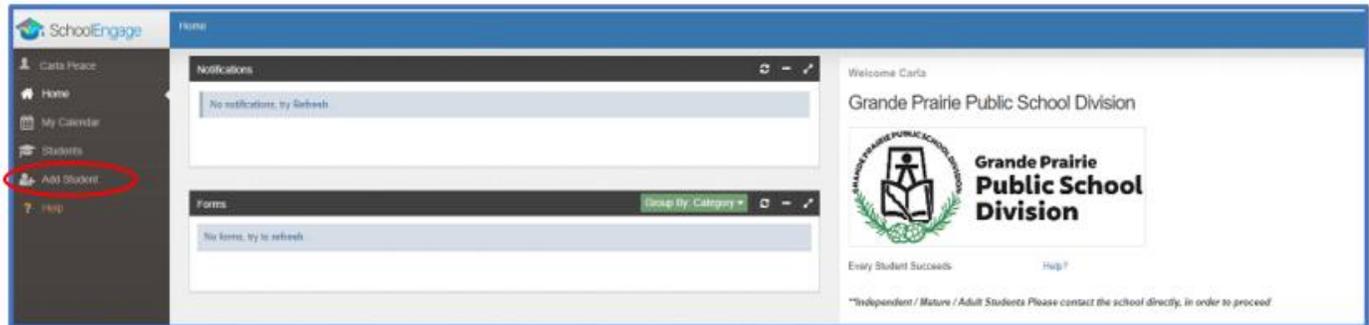
<https://gppsd.schoolengage.ca/#/login> and log in to

SchoolEngage account using your email and password you used to set up the account.

## SchoolEngage Home Page



**'Add Student'** to add a new student to register



Add Student

First Name	Birth Date
<input type="text" value="First Name"/>	<input type="text" value="Birth Date"/>
Last Name	Middle Name
<input type="text" value="Last Name"/>	<input type="text" value="Middle Name"/>

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

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

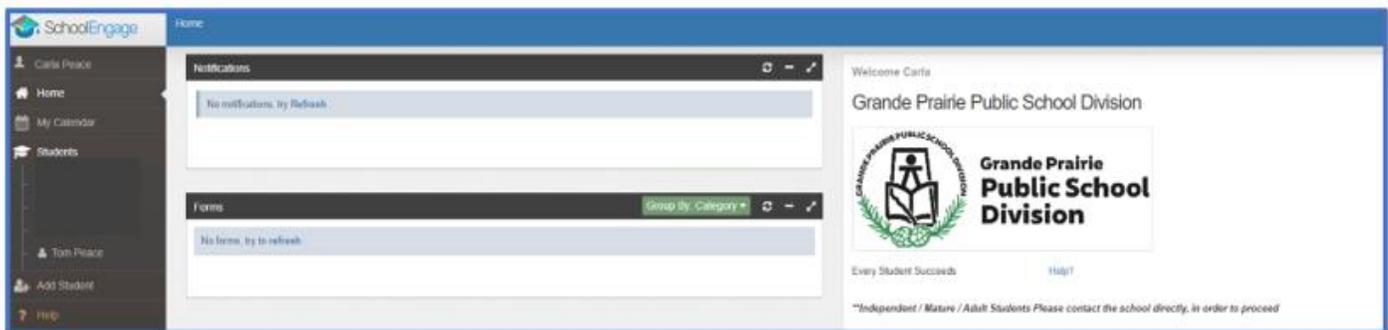
Once all the required information is entered click **Save**.

## Student Selection

On the left Navigation Menu select Students

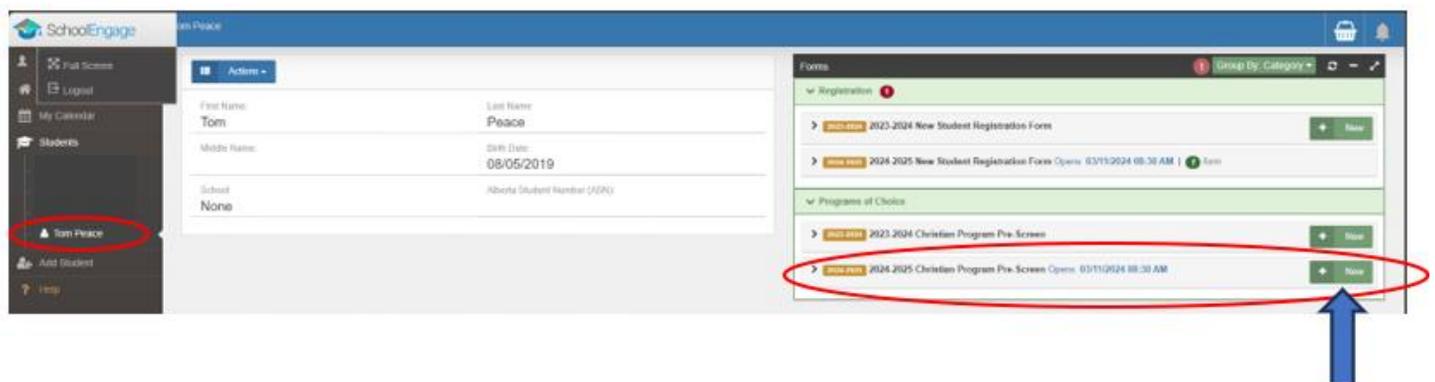


This is the list of all the students attached to your account, select the student you need submit the form for.



## Creating or Prepopulating the Christian Program Pre-Screen

Select the student in the list that you wish to complete the form for and click the green New button to start the form



# Add your child's information to the form

2024-2025 Christian Program Pre-Screen - Tom Peace

2024-2025 Christian Program Pre-Screen  
Tom Peace

STEPS: 1 2 3

 **GRANDE PRAIRIE  
CHRISTIAN SCHOOL**

### School Information

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

- 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.

### Christian Program Fees

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 the program is a good fit for the student, **a non refundable \$300.00 deposit** will be collected and then the Christian Program Registration Form will be assigned to your in School Engage to be completed.

Grande Prairie Christian School Fees for the 2024-2025 school year are:  
Kindergarten - \$780.00  
One Child (Grade 1-9) - \$1570.00  
Two Children - \$2835.00  
Three or more children - \$3885.00

**Warning!**  
You have required or/and invalid fields below

The information requested on this form is being collected pursuant to the Education Act (Student Record Regulation), the Freedom of Information and Protection of Privacy (FOIP) Act, and the Canadian Charter of Rights and Freedoms, Section 23. Information acquired through this form is kept secure and access is restricted.

## Student Information

I would like my child to be considered for the 2024-2025 School year

### Student Information

Legal Last Name	Peace
Legal First Name	Tom
Legal Middle Name(s)	Legal Middle Name(s)
Preferred Last Name (if different from Legal)	Preferred Last Name (if different from Legal)
Preferred First Name (if different from Legal)	Preferred First Name (if different from Legal)
Date of Birth	08/05/2019
Home Phone	787-876-8464
Gender	Male
Grade Registering for in 2024-2025	Kindergarten

You can submit form after 03/11/2024 08:30 AM.

Next >

## Address Information

Address Information	
Where do you live?	<input type="text" value="Where do you live?"/> <small>This field is required.</small>
Apartment of Unit Number	<input type="text" value="Apartment of Unit Number"/>
House/Building Number and Street Address	<input type="text" value="House/Building Number and Street 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>
<b>Physical Address (only fill in if different than Mailing Address)</b>	
Physical Address	<input type="text" value="Physical Address"/>
Physical City	<input type="text" value="Physical City"/>
Physical Province	<input type="text" value="Physical Province"/> <small>This field is required.</small>
Physical Postal	<input type="text" value="Physical Postal"/>

## Parent/Guardian Information

Parent / Guardian Information	
<p>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 King '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.</p> <p>For more information on Parents and Legal Guardians see our website at <a href="https://www.gppsd.ab.ca/our-students-parents/parents-and-legal-guardians">https://www.gppsd.ab.ca/our-students-parents/parents-and-legal-guardians</a></p>	
<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)	<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>
Mailing Address (if different than student)	<input type="text" value="Mailing Address (if different than student)"/>
Mailing City (if different than student)	<input type="text" value="Mailing City (if different than student)"/>
Mailing Province	<input type="text" value="Mailing Province"/> <small>This field is required.</small>
Mailing Postal Code:	<input type="text" value="Mailing Postal Code:"/>
Cell Phone	<input type="text" value="Cell Phone"/> <small>At least one of phone number must be entered.</small>
Home Phone	<input type="text" value="Home Phone"/> <small>At least one of phone number must be entered.</small>

## Previous School Information and Submit

2024-2025 Christian Program Pre-Screen  
Tom Peace

STEPS: 1 2 3

Previous School Information

2023-2024 Grade: 2023-2024 Grade

2023-2024 School Name and Location: 2023-2024 School Name and Location

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?

Submit

You can submit form after 03/11/2024 08:30 AM.

Prior to Registration opening you will be able to prepopulate all your child's information. You will then once registration opens log back into SchoolEngage – link at the start.

After Registration has opened, the green 'Submit' button will allow you to submit your form.

## Submitting a Prepopulated Pre-Screen

Follow the instructions at the beginning of this document to log into your SchoolEngage Account.

- Select 'Student'
- Select the name of your child you are wanting to submit 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

SchoolEngage Tom Peace

First Name: Tom, Last Name: Peace, Middle Name: , Birth Date: 08/05/2019, School: None, Alberta Student Number (ASN):

Forms

Registration 1

2023-2024 New Student Registration Form

2024-2025 New Student Registration Form Opens: 03/11/2024 08:30 AM

Programs of Choice 1

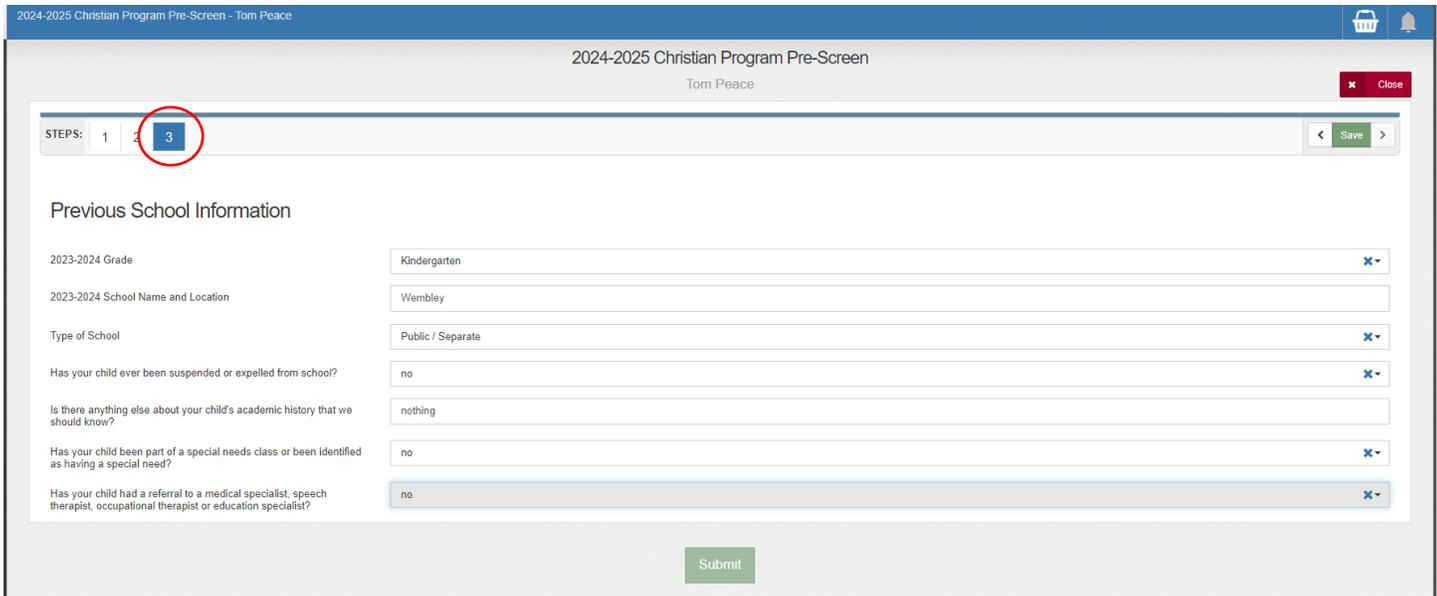
2023-2024 Christian Program Pre-Screen

2024-2025 Christian Program Pre-Screen Opens: 03/11/2024 08:30 AM

Edit or Submit Incomplete Forms 1

CREATED	STATUS
03/11/2024 09:18 AM	new

## Getting to the last page of the form

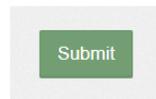


The screenshot shows a web browser window with the title "2024-2025 Christian Program Pre-Screen - Tom Peace". The page content includes a header with the title and user name "Tom Peace", a "Close" button, and a "STEPS:" indicator showing three steps, with step 3 highlighted and circled in red. Below the indicator is a "Save" button. The main section is titled "Previous School Information" and contains several dropdown menus and text input fields. The fields are: "2023-2024 Grade" (Kindergarten), "2023-2024 School Name and Location" (Wembley), "Type of School" (Public / Separate), "Has your child ever been suspended or expelled from school?" (no), "Is there anything else about your child's academic history that we should know?" (nothing), "Has your child been part of a special needs class or been identified as having a special need?" (no), and "Has your child had a referral to a medical specialist, speech therapist, occupational therapist or education specialist?" (no). A "Submit" button is located at the bottom center of the form.

Click the last page. The Previous School information and the and Submit is the last page in the form.

## 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.

Once the Christian Program Pre-Screen is complete and submitted the school will reach out to the parents/guardians of the child to arrange a Meet & Greet appointment and completion of the registration process.