



## Are You Returning? Form

Parents will be receiving an email indicating the “2021-2022 Are You Returning Form”

The screenshot shows an email notification with the following content:

- Logos for Grande Prairie Public School Division and SchoolEngage.
- Subject: **Form has been assigned**
- Greetings: {parentFirstName} {parentLastName},
- Body: The {formName} has been assigned for {studentFirstName} {studentLastName}. Please log in to your [PowerSchool Parent Portal](#) to access SchoolEngage and complete this form. This form is very important for our planning for the 2021-2022 School Year. Please complete by May 16, 2021.
- Closing: Thank you, Grande Prairie Public School Division

Is ready in School Engage for Parents to complete.

The completion of this form enables schools to plan for the 2021-2022 school year. It allows us to know how many students are returning to school or transferring within the Division.

You will access this form online by logging into 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](http://www.gppsd.ab.ca).

Click the button



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.

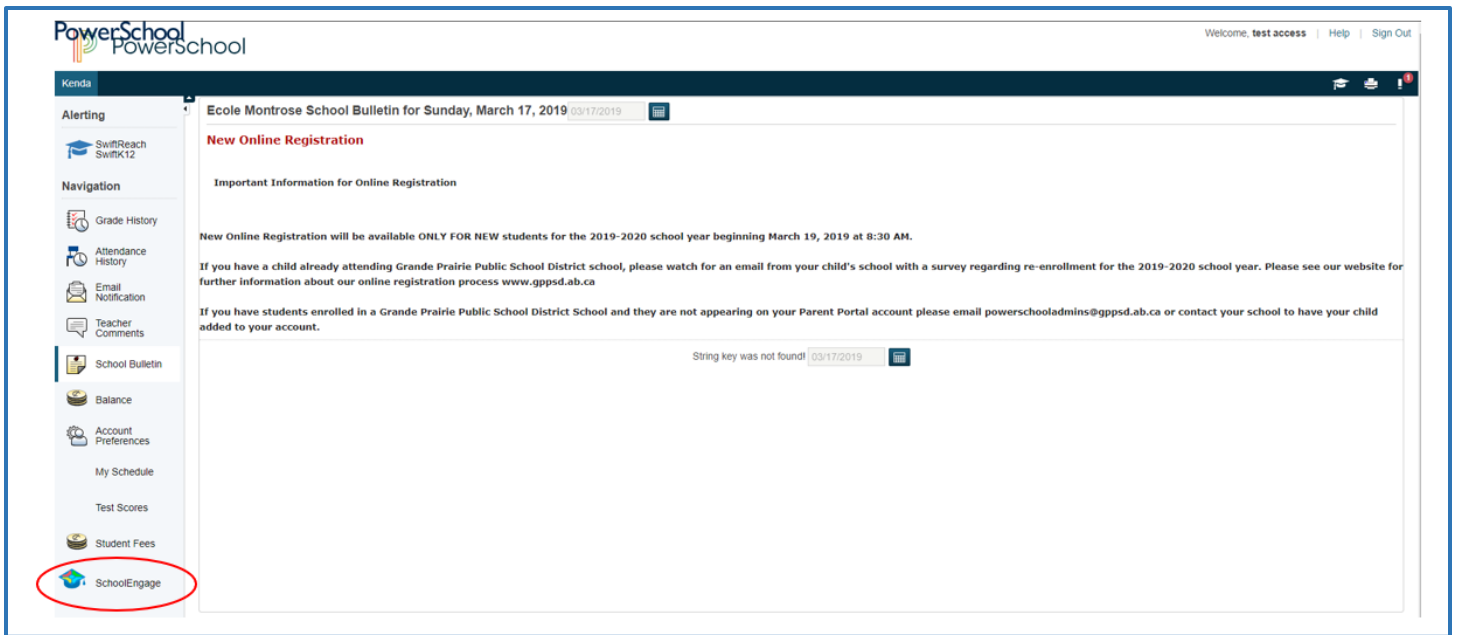
The screenshot shows the PowerSchool SIS login interface with the following elements:

- Header: PowerSchool SIS
- Section: **Student and Parent Sign In**
- Buttons: Sign In, Create Account
- Fields: Username, Password
- Link: [Forgot Username or Password?](#)
- Button: **Sign In**
- 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
- Footer: Please contact your child's school if you are having difficulties accessing the Parent Portal following the upgrade.

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

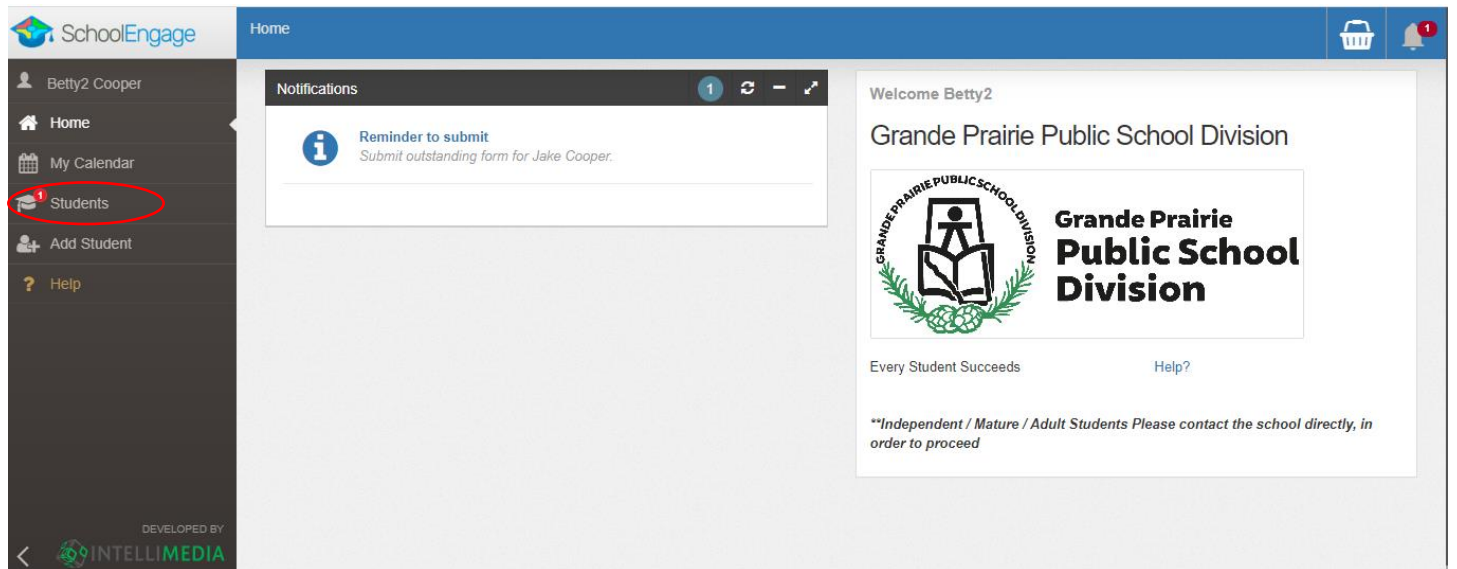
If you have forgotten your log in information, contact your school and they will be able to assist.

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.

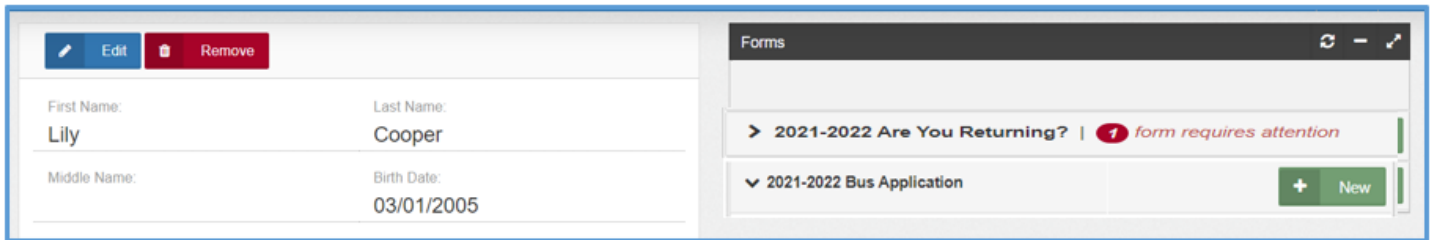
This is the School Engage Home Page



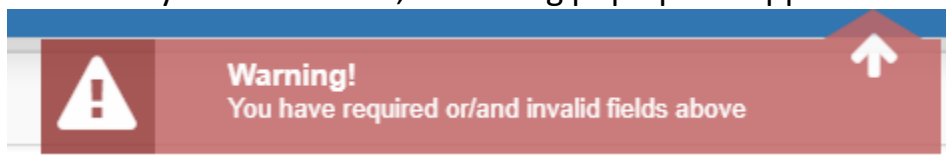
The Students box will list all the students attached to your account.

## Completing a Form

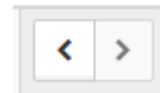
When you click on a student from the student list the system displays the Student Page where the 2021-2022 Are You Returning? Form will be displayed for you to complete.



- 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

- 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 form is submitted you will receive an email confirming that it was submitted.

# Completing the GPPSD Are You Returning? Form



**Grande Prairie Public School Division**  
Every Student Succeeds



SchoolEngage

## 2021-2022 Are You Returning?

In order to help us effectively plan for the 2021-2022 school year it is important we gather as much information as possible.

Please complete the following information, with your current plans for the 2021-2022 school year.

Grade 9 -12 students do not need to complete this form as the High Schools will be reaching out to register those students for courses.

Please complete the survey by **Friday, May 16, 2021**.

Attendance boundary updates and detailed information can be found at <https://www.gppsd.ab.ca/schools/boundaries>.

**\*\*If you have a Boundary Exemption for your current school please complete this form and contact your school to discuss 2021-2022 enrollment.**

The personal information collected through this form will be used in Division and School level planning for the 2021-2022 school year. If you have any questions, please contact the principal at your school.

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.

The first page will provide you information about the form.

Scroll down to reveal the student information section of the 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>
Current School Attending	<input type="text" value="Current School Attending"/> <small>This field is required.</small>
Current Grade	<input type="text" value="Current Grade"/> <small>This field is required.</small>
Current Address on file	<input type="text" value="Current Address on file"/>
Do you need to update your address?	<input type="text" value="Do you need to update your address?"/> <small>This field is required.</small>

## Student Information

Student Information will be pre-populated for you from the information we have on file.

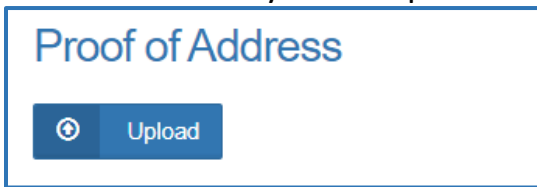
If your address needs to be updated from what we have on file please upload a new Proof of Address, as this will be required to process any school transfer.

If your address is changing for next year, a new Proof of Address will be required, that indicates your new address. This can include a utility bill, cell phone bill, rental agreement or sales contract.

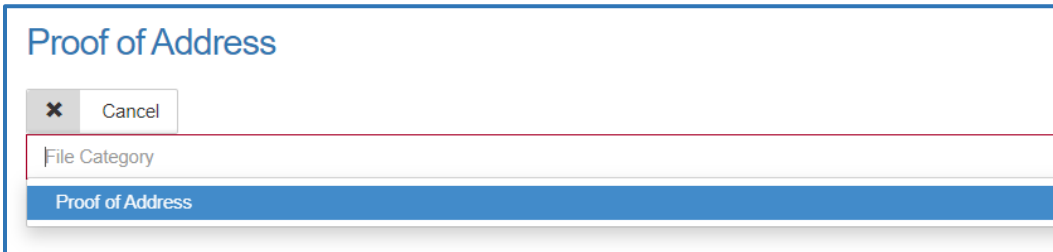
Please upload the new document or contact your current school to provide the document. If not provided your child's transfer to the new school will be delayed.

### Proof of Address

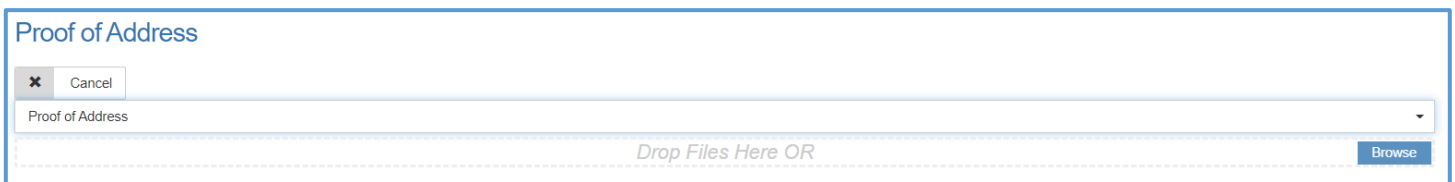
Documents can be added using either drag and drop, or by clicking browse to select documents from your computer.



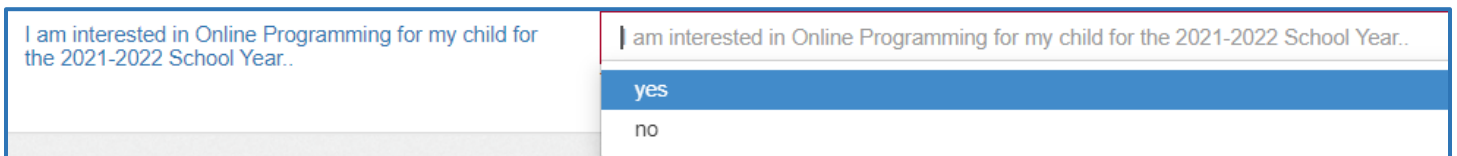
Click the Upload box



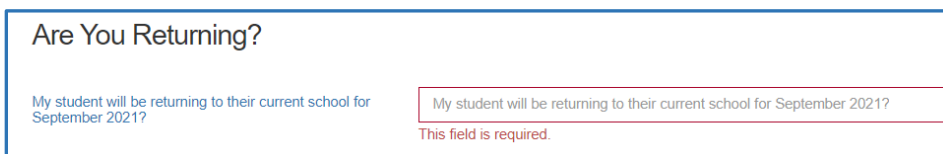
Choose your File Category.



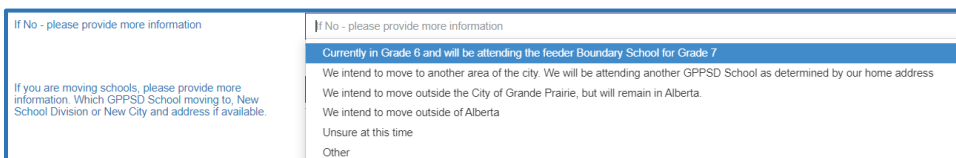
Files can either be dragged and dropped to the location or by clicking browse to select documents from your computer.



If you are interested in your child doing Online Learning next year, please indicated Yes in the box. You will be receiving an email with an Online Learning form to complete for that program.



Please indicate if your child will be returning to their current school.



If your child is not returning to your current school for the 2021-2022 School year, please indicate the reason

from the choices in the box. If you are moving out of town please add additional information in the box below.

If you are moving schools, please provide more information. Which GPPSD School moving to, New School Division or New City and address if available. If you are interested in Online Learning please enter "Online" and this will start the next step of the process.

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This field is required.

Click submit when your form is complete.

Submit

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.