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

February 23, 2023, **at 8:30am**, Parents will be able to sign into your PowerSchool Parent Portal, Click on School Engage add new students, and prepopulate the 2023-2024 New Student Enrollment Form.

March 2, 2023, at 8:30am, you will be login to your PowerSchool Parent Portal and School Engage and submit your child's 2023-2024 New Student Registration 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.

The link to the PowerSchool Parent Portal can be found on the GPPSD website home page at www.gppsd.ab.ca.

Click the button

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 PowerSchool Parent Portal Home Page will open.
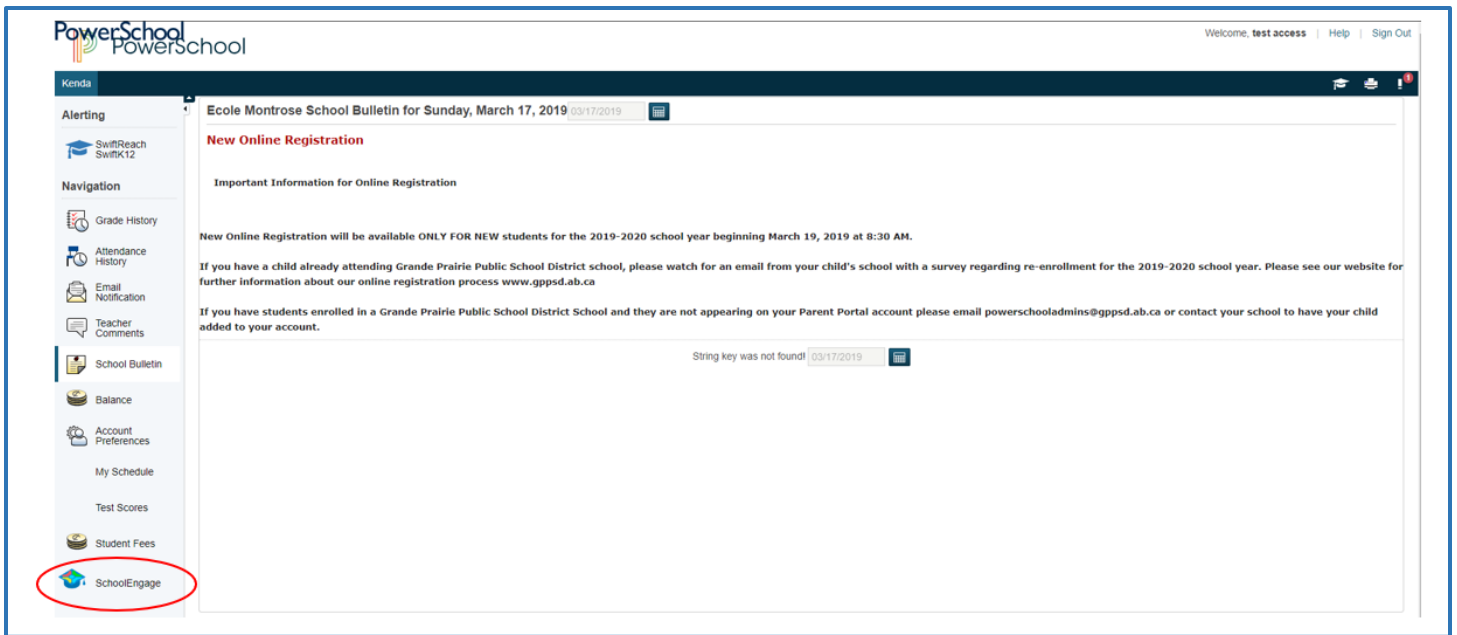
Click the School Engage icon as circled in red, to take you to School Engage.

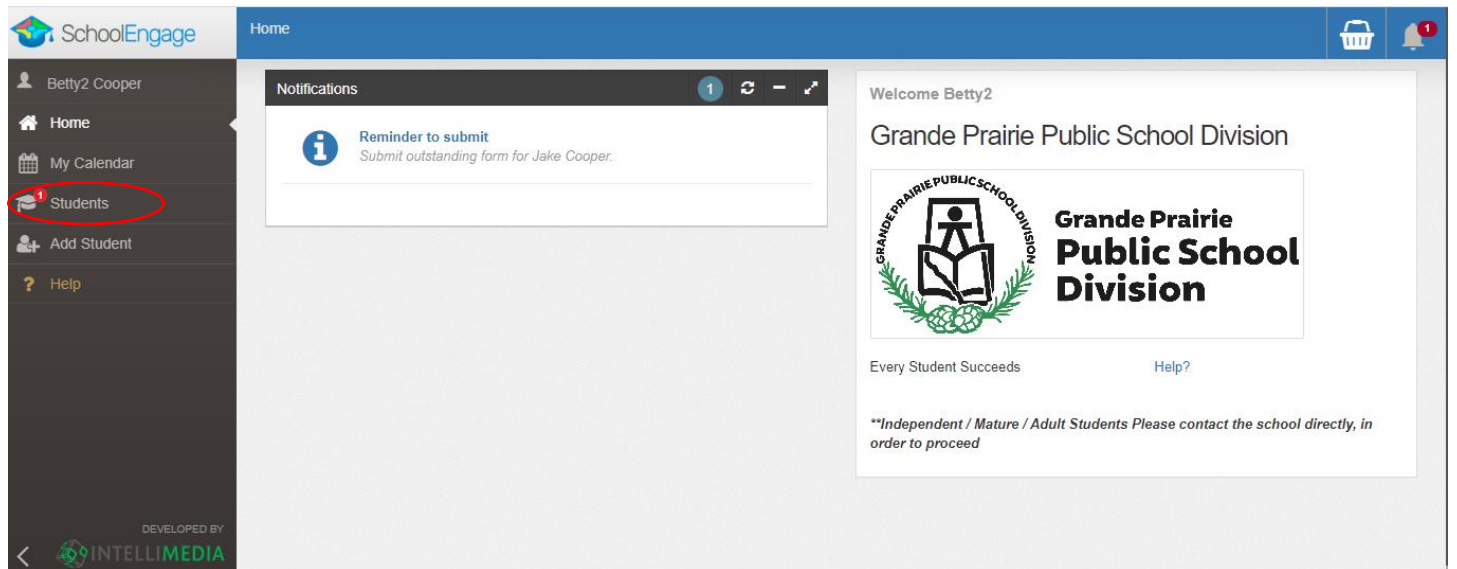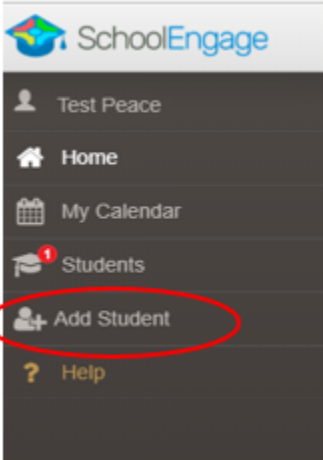This is the School Engage Home Page

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

If the student you would like to register s not listed in the Students area of your School Engage, on the left Navigation Menu click Add Student.

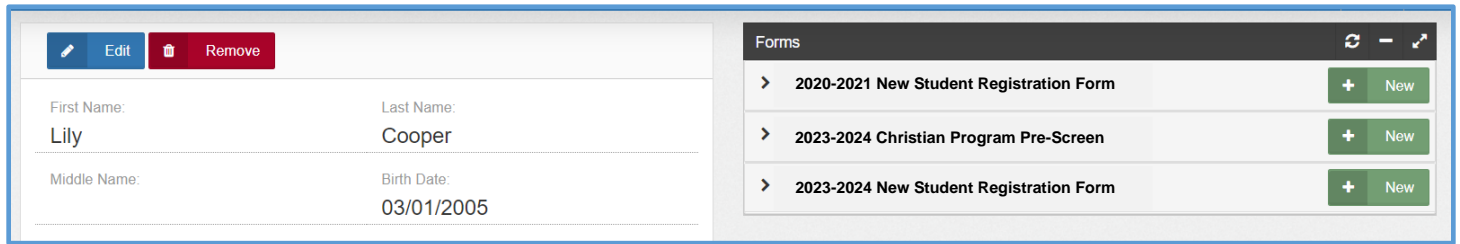Upon selecting Add Student the following screen will display requiring input of:

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

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

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, the system displays the Student Page where the applicable registration form can be selected and completed


There will be three forms displayed:

- **2022-2023 New Student Registration** Form – complete this form only if you have moved to Grande Prairie before the end of June 2023 and are looking to register your student right now.
- **2023-2024 Christian Program Pre-Screen Form** for those interested in attending the Grande Prairie Christian School.
- **2023-2024 New Student Registration** Form – registration for all grades starting in September 2023 for English, French Immersion and Montessori Programming. As well as those interested in our Programs of Choice, Academy, Academy Athletics, International Baccalaureate, Apprenticeship, Late Entry French Immersion. STEM Learning and Music Program Grade 5-8

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.
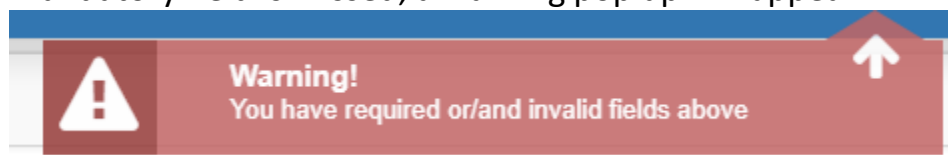
- Fields with specific format will display a hint.
- Arrow buttons, and page number buttons, are available to navigate through the form.
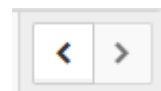
- Completion status is displayed at the top of the page.

- 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*

Copy From Previous Application

Bob Smith
Date: 09/28/2017 08:58 AM

✖ Cancel   🗐 Copy

Completing the GPPSD New Student Registration Form

The first page will provide you information about what is required to complete the registration.

Scroll down to reveal the student information section of the form.

Student Information

Legal Last name, Legal First name and DOB are required.

Please enter any preferred names used by the student.

Eligible Kindergarten students are born in 2016

Student's Citizenship Status

The **Document Type** must be selected for Upload Document box to appear.

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

Click the Upload Required 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.

A document upload is required, if you answer "No" you are asked to explain and then you can proceed with the registration.

When documents are uploaded, they will all show up in the same folder. Ex. If an upload of the Birth Certificate is completed, then the Proof of Address is added, both will be seen in the Uploads folder.

Foreign Students

Students that are Permanent Residents, Children of a Canadian Citizen but foreign born, Child of a Resident or a Temporary Resident, must provide student documents and parent documents as well. See above for instructions on uploading documents.

First Language Spoken

If English is the language spoken at home indicate Yes

If English is not your native language indicate No and complete the following questions.

Complete the rest of the Student Information and any Sibling Information for any that attend GPPSD and continue to the next page.

Mailing Address Information

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

Enter your apartment or unit number if you have one.

In the Address Map box start typing your address

A drop-down box will appear choose your address.

If your address doesn't appear, click the blue box to override the Map. This may happen if you have chosen "live in" the County and have a County address

Click the Override box enter your address and then click Save

Where do you live?	County of Grande Prairie
Apartment of Unit Number	18
House/Building Number and Street Address	714042 Range Road 72
Mailing City	County of Grande Prairie No. 1
Mailing Province	Alberta
Mailing Postal	T8W 5R2

(any County Addresses or rural city addresses please put your house number in the unit number then your Range Road or Township Road in the Building number and Street address)

Proof of Address

Proof of address is required for registration to determine the students designated school. Acceptable documents for proof of address are: Utility or cell phone bill, Rental agreement, real-estate sales agreement. Documents must contain the parents name and the address on the application.

⊘ Upload Required

☐ I do not have proof of address at this time

Proof of Address is required, please upload one of the acceptable documents. If no document is available at this time, the box can be clicked "I do not have proof of address at this time", but your application will not be accepted until this document is received.

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.

School Registration and Program Choice

Please continue to the School Registration and Program Choice. See specific documents on Overall Program Choice, Grade and Designated School for:

- English – Kindergarten – Click HERE
- French Immersion 3 and 4 year old Preschool – Click HERE
- French Immersion Kindergarten – Click HERE
- French Immersion Grade 1 – 12 – Click HERE
- Montessori 3 and 4 year old Preschool – Click HERE
- Montessori Kindergarten – Click HERE
- Montessori Grade 1 – Grade 6 – Click HERE
- Music Program Grade 5 – 8 - Click HERE
- STEM Learning – Click HERE
- The Academy – Click HERE

Those interested in Programs of Choice (see below), must register at the student's Designated School. Once the new student registration form is submitted, you will receive an email indicating a form has been assigned to you to apply for your Program of Choice. When you have completed and submitted this form it will be forwarded to the Program of Choice School. That school will contact you to continue their process for enrollment.

Programs of Choice:

- Late Entry French Immersion (for students going into Grade 5)
- Academy (Grade 4 to 12 students, Hockey, Soccer, Dance and Golf)
- Academy Athletics (Grade 4 to 8 students at Alexander Forbes, Ecole Montrose or Aspen Grove)
- International Baccalaureate Prep (Grade 9 & 10)
- IB Diploma Programme (Grade 11 & 12)
- Apprenticeship Program (Cosmetology / Automotive) (Grade 11 & 12)

Those interested Christian School programming please complete the Christian School Pre-screening form not the New Student Registration form.

Francophone Education Eligibility

Section 23 Francophone Education Eligibility Declaration

(To be completed by all Parents)

The exercise of Francophone eligibility rights refer to instruction in a Francophone school, NOT a French Immersion school. According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a student is eligible for instruction in a Francophone school if at least one parent is a Canadian citizen and one of the following three conditions exist:

- Either parent's first language learned and still understood is French, or
- Either parent has received their primary school instruction in Canada, in French, or
- One or more of the parent's children has received or is receiving primary or secondary instruction in French in Canada

Based on this criteria, does your child have Francophone eligibility?

Based on this criteria, does your child have Francophone eligibility?

This field is required.

GPPSD offers French Immersion programming, and French Second Language programming.

If you would like to exercise your right to a Francophone Education, you must contact Ecole Nouvelle Frontiere at (780) 814-7945, as Francophone Education is not offered through Grande Prairie Public School Division.

Previous Schooling Information

Previous Schooling Information

Has this student ever attended school previously, in Grande Prairie or elsewhere? — yes

Has the student ever attended school in Grande Prairie Public School Division before? — no

Has the student ever attended school in Alberta outside of Grande Prairie Public School Division? — yes

Grande Prairie Public School Division, requires consent from parents to obtain student records that are outside our Division or from another Province.

Student Cumulative Record Request - Parent / Guardian Consent Form

Student Name	Danny Cooper
Previous School Name	Previous School Name
	This field is required.
Previous School - Town / City / Province / Country	Previous School - Town / City / Province / Country
	This field is required.
Previous School - Phone Number	Previous School - Phone Number
Previous School - Fax Number	Previous School - Fax Number
Date Entering GPPSD	09/01/2020

CERTIFIED PARENTAL NOTIFICATION
I, the undersigned parent/guardian, certify that I am aware of the above request and that I approve such transfer of the records:

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

Parent / Guardian Electronic Signature	Parent / Guardian Electronic Signature
	By entering your name in this field, you are providing electronic consent
Date of Signature	Date of Signature
	This field is required.

This consent gives the Division the ability to contact the previous School to have the Students Cumulative Record sent to GPPSD.

The first day of School is September 1, 2021

Parent and Guardian Information

Please 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. 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)	Relation to student (i.e. mother etc)
	This field is required.
Last Name	Last Name
	This field is required.
First Name	First Name
	This field is required.

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

Student lives with this Parent / Guardian	Student lives with this Parent / Guardian
	This field is required.
Is the Mother/Guardian #1 a legal guardian of the student	Is the Mother/Guardian #1 a legal guardian of the student
	This field is required.

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

Student lives with this Parent / Guardian	yes
Is the Mother/Guardian #1 a legal guardian of the student	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)	If this person is not the student's Mother but does have legal custody/g
	This field is required.

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

Custody/Guardianship Documents Upload

⊕ 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 <u>other than</u> 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.)]
This field is required.

Full Name

[Full Name]
This field is required.

Home Phone

[Home Phone]
At least one of phone number must be entered.

Cell Phone

[Cell Phone]
At least one of phone number must be entered.

Work Phone

[Work Phone]
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 Medial 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) progr
> 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 fo
> 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 hospit
> 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
> 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 ab

Aboriginal Students

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 or your child identify as First Nations, Métis, Non-Status or Inuit (FNMI), 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.

Responsible Use of Technology – Parent Endorsement
To allow students to use Division and Personal technology within the Division.

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.

Immunizations for Kindergarten Students
Students registering for Kindergarten will have information from Alberta Health Services on Immunization.

Violence/Threat Risk Assessment (VTRA) Fair Notice Letter
Information on VTRA

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

Declaration

Final step of the registration is to declare all the information is accurate.

.

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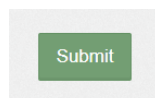
Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.