



For New Families to GPPSD Registering Students (Kindergarten to Grade 12) & (Montessori or French Immersion Preschool)

To start Parents must create an online 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



Documents you will need for registration

Required Documentation:

- a copy of the student's birth certificate or other documentation related to citizenship/residency
- Proof of address (Utility or cell phone bill, Rental agreement, real-estate sales agreement)
- 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.

Once the application and required documentation is received and reviewed you will be contacted by email from the School regarding acceptance.

If you require assistance in completing any portion of this form, help documents and videos are available on the GPPSD Website. You may also contact the school for assistance.

Tuesday, March 10, 2020, at 8:30am, Parents will be able to create an account in School Engage add new students, and prepopulate the 2020-2021 New Student Enrollment Form.

Tuesday, March 17, 2019, at 8:30am, you will be login to your School Engage account and submit your child's 2020-2021 New Student Registration Form.

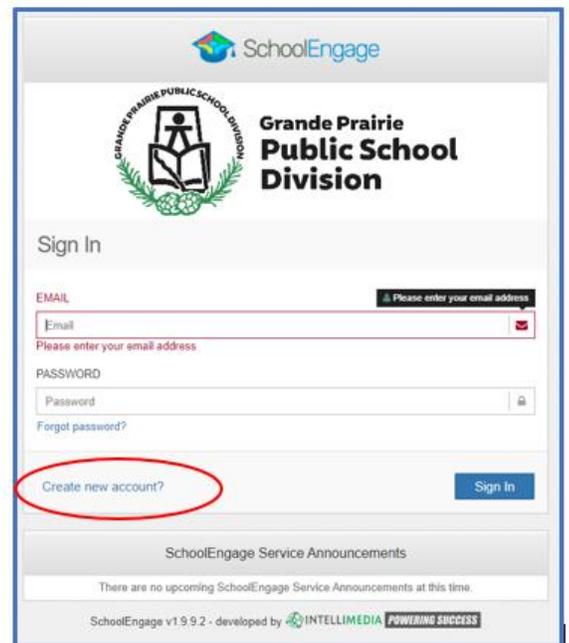
Some programs fill up quickly so be sure to apply early to maximize choice. Keep in mind that we always have space in our kindergarten programs however you may NOT be guaranteed to have your choice of Kindergarten schedules.

Please see the following pages for instructions on how to create your School Engage account, add your students populate information in your form and submit.

Creating a School Engage Account and Signing in

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

Please click the link to create an account.



SchoolEngage

Grande Prairie Public School Division

Grande Prairie Public School Division

Sign In

EMAIL Please enter your email address

Email

Please enter your email address.

PASSWORD

Password

Forgot password?

[Create new account?](#)

SchoolEngage Service Announcements

There are no upcoming SchoolEngage Service Announcements at this time.

SchoolEngage v1.9.9.2 - developed by INTELLIMEDIA **POWERING SUCCESS**

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.

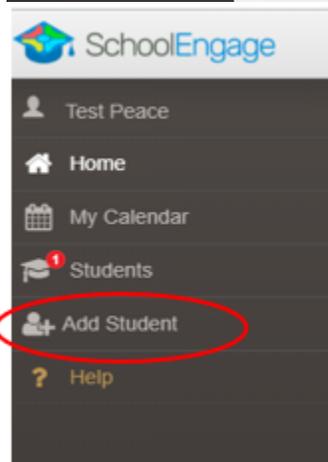
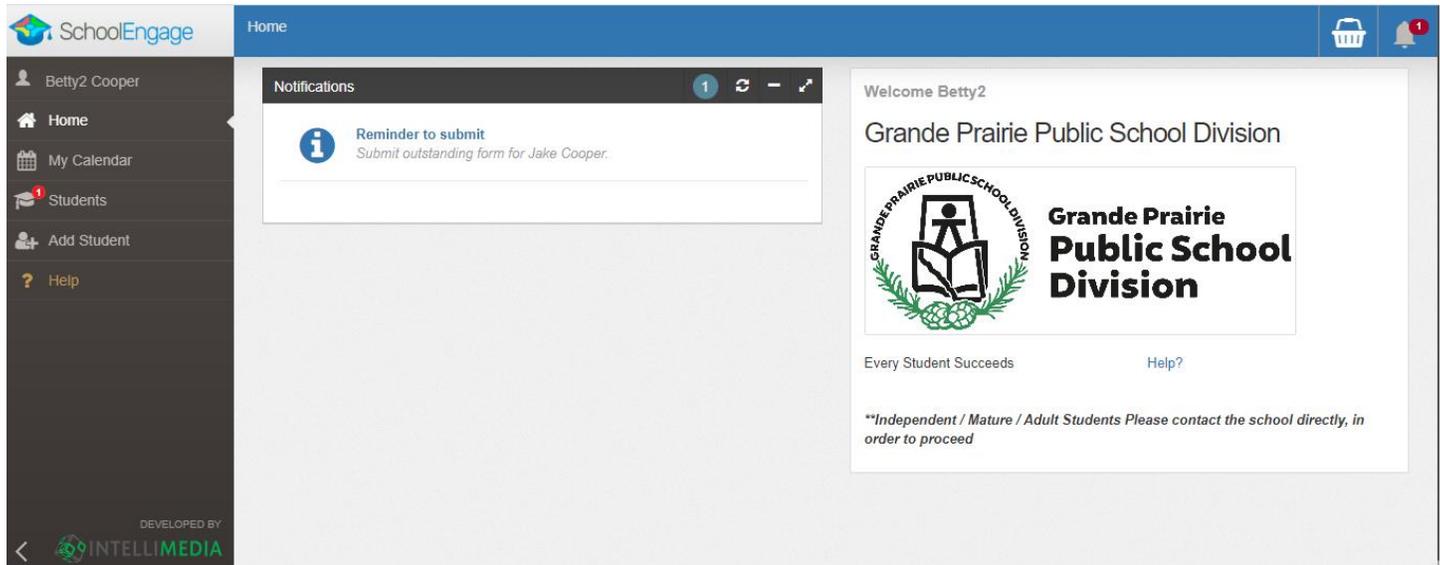
<https://gpsd.schoolengage.ca/api/users/552302/confirm-email?key=132272956079953995>

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.

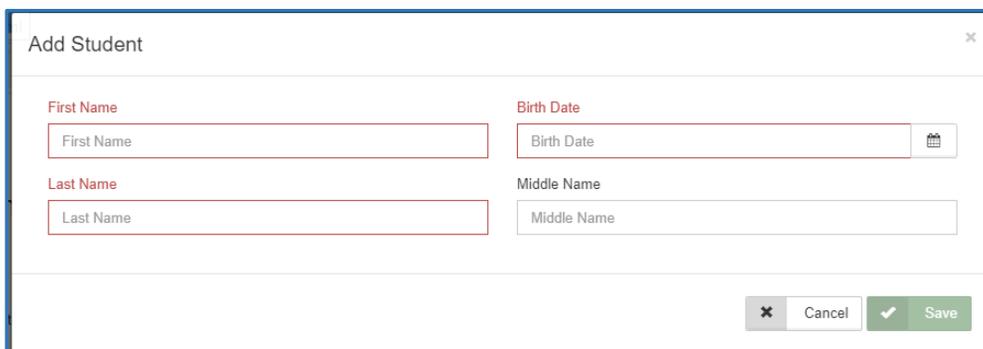
This is the School Engage Home Page



Add your student by clicking the Add Student on the left Navigation Menu.

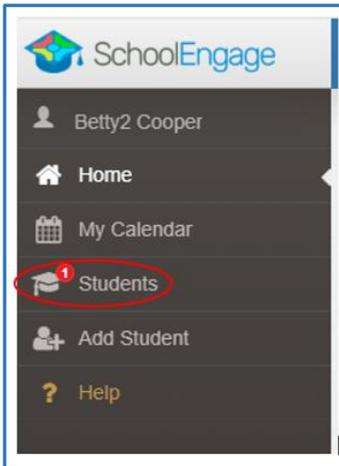
Adding a Student

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.



When your Students have been added, they will be listed under Students on the left Navigation menu.

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:

- **2019-2020 New Student Registration Form** – complete this form only if you have moved to Grande Prairie before the end of June 2020 and are looking to register your student to start school right now.
- **2020-2021 Christian Program Pre-Screen Form** for those interested in attending the Grande Prairie Christian School.
- **2020-2021 New Student Registration Form** – registration for all grades starting September 2020 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

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.

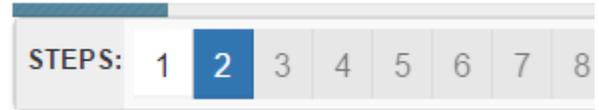
- If a mandatory field is missed, a warning pop up will appear.



- 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

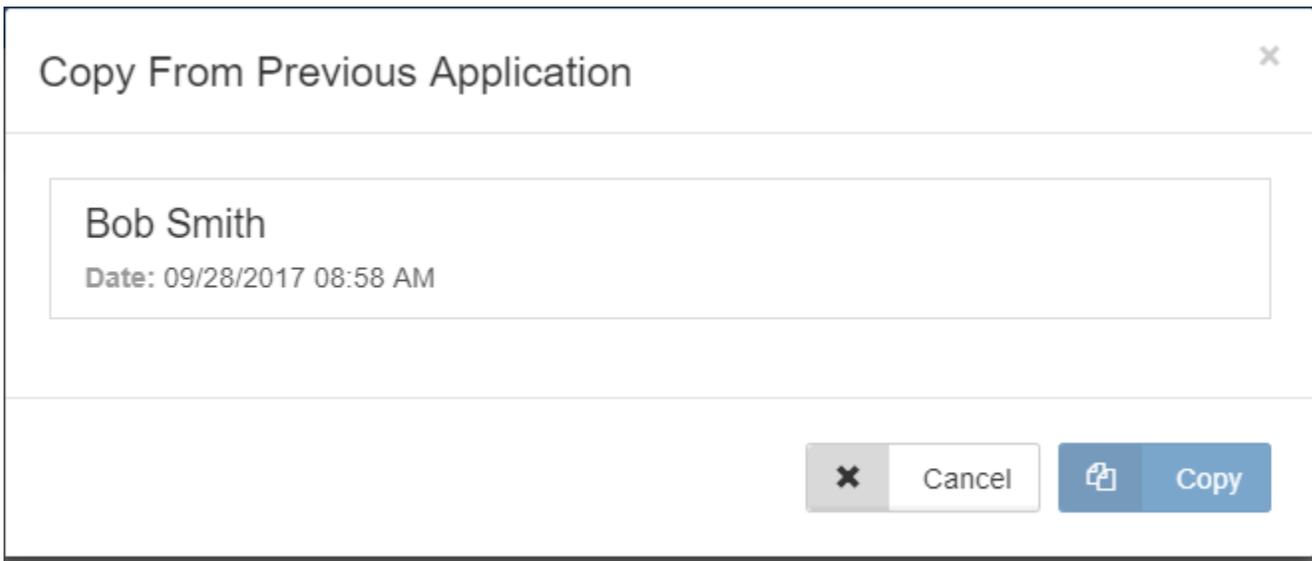
- Some fields have a specific format such as phone numbers etc. 403-555-5555 and postal codes must have Capitals and #'s T8V4R5, no space
- **There is an X** on the right side of any box –if you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the 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](#)



The image shows a dialog box titled "Copy From Previous Application" with a close button (x) in the top right corner. Inside the dialog, there is a text box containing the name "Bob Smith" and the date "Date: 09/28/2017 08:58 AM". At the bottom right of the dialog, there are two buttons: a grey button with a close icon (x) and the text "Cancel", and a blue button with a copy icon and the text "Copy".

Completing the GPPSD New Student Registration Form



Grande Prairie Public School Division

New Student Registration Form

This form is for new students to the Division registering in the 2020-2021 School Year. Welcome to the Grande Prairie Public School Division

The Grande Prairie Public School Division has established school attendance boundaries for students:

- Students interested in a special program will register for their boundary school and then complete the appropriate special program form. School enrolment will be determined upon review of the forms
- French Immersion programming is located at Ecole Montrose (Pre-school – Grade 8) and Charles Spencer High School (Grade 9-12)
- If you are interested in registering for Grande Prairie Christian School please complete the PreScreen form for the Christian School program instead of this registration form

Required Documentation:

- a copy of the student's birth certificate or other documentation related to citizenship/residency
- Proof of address (Utility or cell phone bill, Rental agreement, real-estate sales agreement)
- Custody/Guardianship documents if applicable
- Alberta Health Care number

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.

Once the application and required documentation is received and reviewed you will be contacted by the School regarding acceptance.

If you require assistance in completing any portion of this form, help documents and videos are available on the GPPSD Website or contact the 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 what is required to complete the registration.

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>
Legal Middle Name(s)	<input type="text" value="Legal Middle Name(s)"/>
Preferred Last Name (if different from Legal)	<input type="text" value="Preferred Last Name (if different from Legal)"/>
Preferred First Name (if different from Legal)	<input type="text" value="Preferred First Name (if different from Legal)"/>
Date of Birth	<input type="text" value="Date of Birth"/> <small>This field is required.</small> <small>You must be at least 3 years old by September 1st to register</small>
Grade Registering For:	<input type="text" value="Grade Registering For:"/>

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 2015

Student's Citizenship Status

Select Citizenship:	<input type="text" value="Select Citizenship:"/> <small>This field is required.</small>
You are required to attach proof of citizenship or residency. Do you have the documentation required to upload?	<input type="text" value="You are required to attach proof of citizenship or residency. Do you have the documentation required to upload?"/> <small>This field is required.</small>

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

Student's Citizenship Status

Select Citizenship:

You are required to attach proof of citizenship or residency. Do you have the documentation required to upload?

Select Citizenship:

- Canadian Citizen – STUDENT is Canadian born or is Foreign born but has attained Canadian Citizenship
- Permanent Resident – STUDENT is admitted to Canada for permanent residence.
- Child of a Canadian Citizen – STUDENT is biological or legally adopted child of a Canadian Citizen and has not attained Canadian Citizenship or Permanent Residency
- Child of a Resident – STUDENT is a biological or legally adopted child of a Permanent or Temporary Resident or Refugee Claimant
- Temporary Resident – Student has a Study Permit through Canada Immigration i.e. Student Visa (They are a Foreign Student)

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

Student's Citizenship Status

Select Citizenship: Canadian Citizen – STUDENT is Canadian born or is Foreign born but has attained Canadian Citizenship

You are required to attach proof of citizenship or residency. Do you have the documentation required to upload? yes

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Upload Required

Click the Upload Required box

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Cancel (Upload Required)

File Category

- Canadian Birth Certificate
- Canadian Citizenship Card
- Canadian Citizenship Certificate
- Canadian Permanent Resident Card
- Canadian Temporary Resident Visa
- Foreign Birth Certificate

Choose your File Category.

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Cancel (Upload Required)

Canadian Birth Certificate

Drop Files Here OR

Browse

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

Student's Citizenship Status

Select Citizenship: Canadian Citizen – STUDENT is Canadian born or is Foreign born but has attained Canadian Citizenship

You are required to attach proof of citizenship or residency. Do you have the documentation required to upload? no

Please Explain

Please Explain

This field is required.

You may proceed with this application, however without required documentation we will not be able to approve. You can submit this application and upload documentation at a later date, or you may contact the school to arrange to provide it in person.

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

Student's Citizenship Status

Select Citizenship:

You are required to attach proof of citizenship or residency. Do you have the documentation required to upload?

Attach Required Student Documentation

Upload Required

Attach Required Parent Immigration Documentation (e.g. Work Permit, Permanent Resident Documents, Temporary Work Permit)

Upload Required

Select Citizenship:

- Canadian Citizen – STUDENT is Canadian born or is Foreign born but has attained Canadian Citizenship
- Permanent Resident – STUDENT is admitted to Canada for permanent residence**
- Child of a Canadian Citizen – STUDENT is biological or legally adopted child of a Canadian Citizen and has not attained Canadian Citizenship or Permanent Residency
- Child of a Resident – STUDENT is a biological or legally adopted child of a Permanent or Temporary Resident or Refugee Claimant
- Temporary Resident – Student has a Study Permit through Canada Immigration ie. Student Visa (They are a Foreign Student)

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

First Language Spoken

Is English the student's first language spoken?

Is English the student's first language spoken?

yes

no

If English is the language spoken at home indicate Yes

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

First Language Spoken

Is English the student's first language spoken?

no

If NO, what is the student's first language?

If NO, what is the student's first language?

This field is required.

Has your child ever received formal education where instruction was delivered in English?

Has your child ever received formal education where instruction was delivered in English?

This field is required.

Do you require the assistance of a translator when initially meeting with school personnel?

Do you require the assistance of a translator when initially meeting with school personnel?

This field is required.

Other Information

Home Phone

Home Phone

This field is required.

Gender

Gender

This field is required.

Alberta Health Care #

Alberta Health Care #

This field is required.

I do not have an Alberta Health Care # at this time

Sibling Information

Does the student have siblings attending this or another GPPSD school?

Does the student have siblings attending this or another GPPSD school?

This field is required.

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

Mailing Address Information

Where do you live?

Where do you live?

City of Grande Prairie

County of Grande Prairie

Other

Apartment or Unit Number ?

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

Apartment or Unit Number ?

Apartment or Unit Number

Address Map

House/Building Number and Street Address

Mailing City

This field is required.

This field is required.

Mailing Postal

Mailing Postal

This field is required.

Enter your apartment or unit number if you have one.

In the Address Map box start typing your address

Mailing Address Information

Where do you live?

City of Grande Prairie

Apartment or Unit Number ?

Apartment or Unit Number

Address Map

9541

9541 03 Ave Grande Prairie AB

9541 04 Ave Grande Prairie AB

9541 08 Ave Grande Prairie AB

9541 05 Ave Grande Prairie AB

9541 07 Ave Grande Prairie AB

9541 09 Ave Grande Prairie AB

9541 07 St Grande Prairie AB

9541 112 St Grande Prairie AB

9541 116 St Grande Prairie AB

entering your address click here

Proof of Address

Proof of address is required for registration to determine the student's eligibility for the application.

Upload Required

A drop-down box will appear choose your address.

Mailing Address Information

Where do you live?

City of Grande Prairie

Apartment or Unit Number ?

Apartment or Unit Number

Address Map

9541

9541 03 Ave Grande Prairie AB

entering your address click here

Map Satellite

Mailing Postal

This field is required.

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

If you are experiencing issues entering your address click here

Override

Mailing Address

714042 Range Road 72

Mailing City

CO OF GP NO. 1

Mailing Province

Alberta

Cancel Save

Click the Override box enter your address and then click Save

Where do you live?	County of Grande Prairie
Apartment or 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 - Academy

School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.

Overall Program Choice	English Program
Grade	Grade 5
Designated School	Aspen Grove School

I would like to register for a school other than my designated school.

I will be applying for The Academy

I will be applying for The Academy Athletics

I will be applying for Late Entry French Immersion

Those interested in Academy must register at the student’s Designated School. Based on your address the form will determine what the Designated School would be.

By clicking the “I will be applying for the Academy” the Academy Application Form will be triggered to generate once the New Student Registration is completed and submitted.

School Registration and Program Choice – Academy and French Immersion

School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.

Overall Program Choice

Grade

Designated School

I would like to register for a school other than my designated school.

I will be applying for The Academy

I will be applying for The Academy Athletics

I will be applying for Late Entry French Immersion

Students in Grade 4 -12 with previous French Immersion experience may apply to attend Academy and French Immersion. Select French Immersion programming and check the box “I’m Interested in

Academy”

Students going into Grade 5 that are interested in Late Entry French Immersion and Academy Programming need to click both boxes and complete both triggered forms on submission of the New Student Registration form.

On Submission of the 2020-2021 New Student Registration form you will need to log back into School Engage, click on the student who has interest in attending Academy, the form will be on the Dashboard. (see the end of this document for instructions on how to complete the Academy Application Form) When you have completed and submitted the Academy Application form it will be forwarded to the proper Academy school, where the school will contact you to continue their process for admissions.

County Resident Student

County Resident Application Form

As a resident who lives outside the City of Grande Prairie in the County or surrounding area, we require all these students to apply for enrollment with the Grande Prairie Public School Division.

Students who reside in outside the City of Grande Prairie, either in the County or surrounding area and wish to attend a GPPSD school may be granted permission to enroll based on:

- school and/or classroom capacity
- individual student's needs
- available program supports at each site

Currently, Isabel Campbell Public School and Charles Spencer High School will not be accepting new County Resident Applications.

County or surrounding area student enrollments are subject to review on a yearly basis. The Division reserves the right to deny or revoke any exemption based on space and program resource limitations.

I am applying for my child to receive approval for enrolment with the Grande Prairie Public School Division as a County resident.
This field is required.

Parent / Guardian Signature
By entering your name in this field, you are providing electronic consent

Signature Date
This field is required.

The Academy Program accepts applications from all students. As you enter your County Address, the County Resident Application will appear. Please complete.

School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.

Overall Program Choice: English Program

Grade: Grade 5

Designated School: Alexander Forbes The Academy

I would like to register for a school other than my designated school.

I will be applying for The Academy

Grade 4 – 8 County students can apply for Academy.

Grade 4 – 12 County students can apply for Academy, click the box “I will be applying for the Academy” the Designated school would be Alexander Forbes the Academy (Grade 4-8), or Charles Spencer High School (Grade 9-12) for English Academy Programing.

Grade 4 – 12 County students can apply for Academy, click the box “I will be applying for the Academy” the Designated school would be Ecole Montrose (Grade 4-8), or Charles Spencer High School (Grade 9-12) for French Immersion and Academy Programing.

Complete the rest of the New Student Registration Process as per the Help Document - [HERE](#)

Completing the Academy Applications

Proceed back to the School Engage Home Page

Click on the form in the Notifications area it will take you directly to the application.



Academy Overview

Dear Prospective Student and Family,

We are very pleased that you have decided to apply for admissions to The Academy. The Academy has been providing passion-based education to student-athletes in the Peace Region since 2010. The Academy integrates academics and character-development in every day school life. We are excited about offering skill academies in Hockey, Dance, Soccer, Golf and Hybrid to student-athletes.

Using a student-athlete's passion to drive positive growth, we are committed to deliver exceptional programming from grades 4 to 12 in select Grande Prairie Public Schools such as our main campus, Alexander Forbes The Academy School and satellite campuses at Ecole Montrose School and Charles Spencer High School. Our on-going success is based on our School Philosophy that a passion for sport can drive a passion for learning and leading.

As soon as your application is processed, Brett Stephenson, Program Director, or a member of our team, will contact you to arrange for an interview. Acceptance into the program is only done once the interview has been concluded.

Please do not hesitate to contact Brett Stephenson at 780-532-1365 Extension 2324 if you have any questions or concerns.

Yours truly,
Brett Stephenson, Program Director

Admissions Application Checklist

Step One: Application

A completed online form ensures that your child's application will be processed quickly. Please complete this Admissions Application in its entirety.

- A copy of your child's birth certificate
- Student's Alberta Personal Health Card number
- Two previous year end report cards (example: Grade 4 and Grade 5)

Step Two: Academic Assessments

Once your completed application is received, The Academy Administration will review all required documentation including report cards from the two previous school years and contact you for a personal interview with both student and parent.

Step Three: Personal Interview

Students meeting entrance requirements will be contacted to schedule a personal interview with a member of our admissions team. Both parent(s) or guardian(s) and the prospective student are interviewed.

- Student Personal Statement must be completed by student in his/her own handwriting and be brought to the interview.

Step Four: Acceptance

Student-athletes are notified by phone and in writing of acceptance. Upon acceptance, the program fees are due in accordance with the fee schedule.

The Academy Program Fee Agreement

Academy Program Choice

Academy Program Choice

Grade 4-10 Hockey

Grade 4-10 Soccer

Grade 4-12 Dance

Grade 7-12 Golf

Select your sport you are applying for. Once your selection is made the Fee Agreement will populate.

A screenshot of a web application interface. At the top, there is a progress bar with six steps. Step 2 is highlighted in blue. Below the progress bar, the heading "Student Personal Statement" is displayed. Underneath, there is a paragraph of text: "Please answer the following questions. We are looking for a response that will help us get to know you better as a person." Below this, another line of text reads: "It is asked that you print the following document and bring it to your interview". At the bottom of the form, there is a blue link labeled "Student Personal Statement Form" which is circled in red.

Click on the link to the Student Personal Statement Form. The student must complete the document in writing and bring it to the interview.

STEPS: 1 2 **3** 4 5 6

Student Information

Legal Last Name
This field is required.

Legal First Name
This field is required.

Preferred Last Name (if different from Legal)

Preferred First Name (if different from Legal)

Date of Birth
This field is required.

Gender
This field is required.

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Upload Required

Enter student information and attach the required Birth Certificate/Citizenship Documents.

The application will not let you proceed until these documents are uploaded.

Click on the Upload Required box

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Cancel (Upload Required)

File Category

- Canadian Birth Certificate**
- Canadian Citizenship Card
- Canadian Citizenship Certificate
- Canadian Permanent Resident Card
- Canadian Temporary Resident Visa
- Foreign Birth Certificate

Choose your File Category.

Attach Required Documentation (e.g. Birth Certificate, Citizenship Documents)

Cancel (Upload Required)

Canadian Birth Certificate

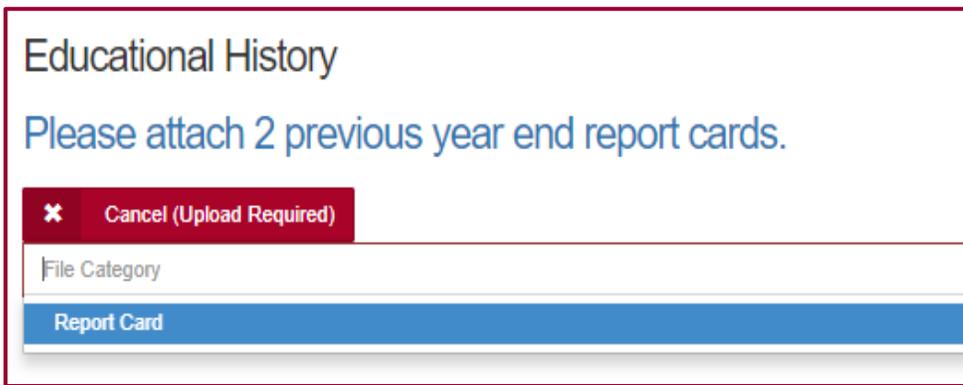
Drop Files Here OR

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

Complete the **Address Information** and **Parent/Guardian Information**

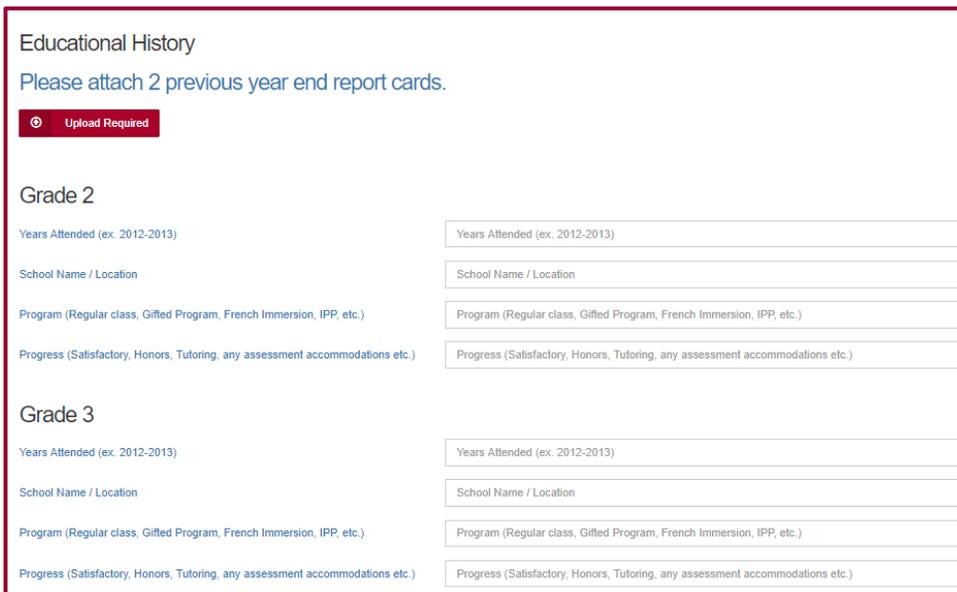
Complete the **Parent Questionnaire**.

Complete the **Educational History** and upload the two previous year end report cards.



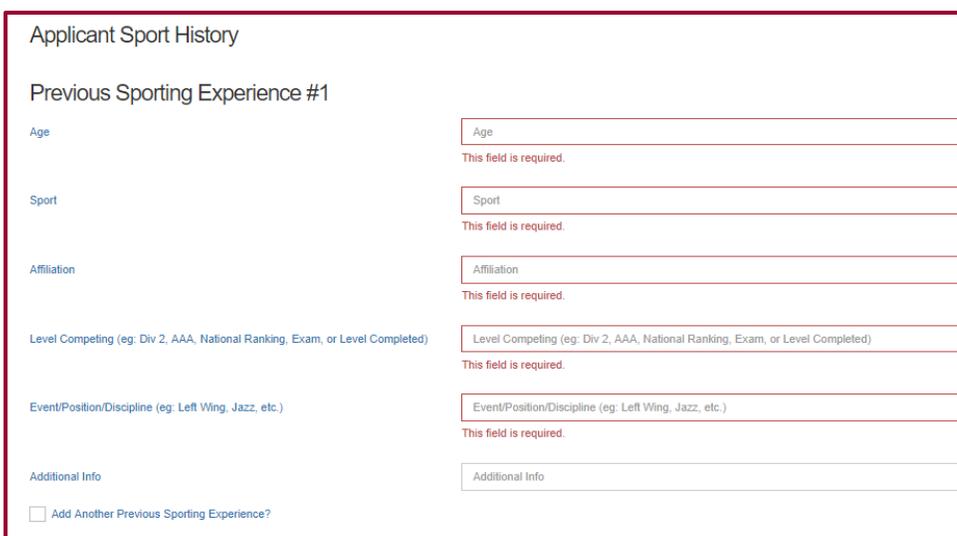
The form will not let you proceed until these documents are uploaded.

Students entering a Grade 4 Academy Program will submit Grade 2 and 3 year end report cards.



A Grade 4 student applying would then enter the school information for Grade 2 and 3.

Applicant Sport History



Populate the information for the sporting history.

Once the application is submitted you will be contacted by the Academy School for the completion of the process.

Once the process has been completed and you have been accepted into the Academy, you will receive notification via email. Please see the document "New Families to GPPSD once a New Student Registration has been Completed" for you to understand the process to login to School Engage - [HERE](#)