For New Families to GPPSD Uploading Documents
After Submission of Registration Form

Login to School Engage, the link to School Engage can be found on the GPPSD Website www.gppsd.ab.ca the picture looks like this.

Log in to School Engage

Using the log in you created when you completed the New Student Registration form, log into School Engage.

If you did not previously upload documents for your child, you will be able to do so now.
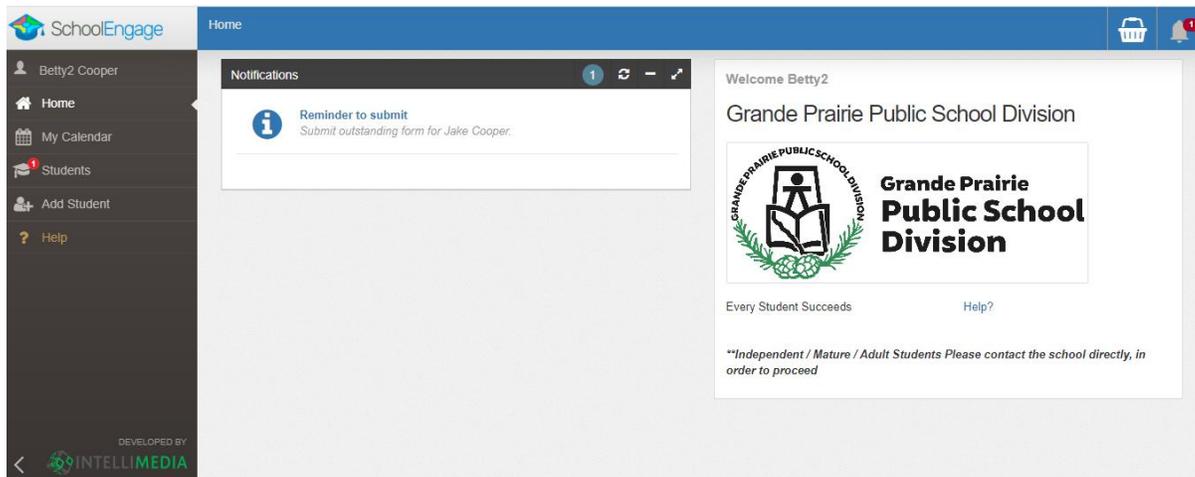
Documents you will need to upload for registration

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

If you are unable upload documentation with this application, please contact the school to provide them a copy either in person or email it to the school email found on the school website. If required documentation is not received, the processing of your application may be delayed.
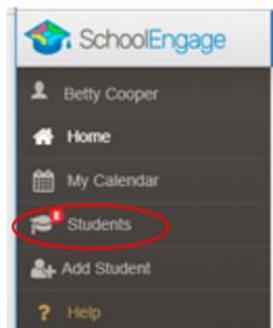
This is the Home Page of School Engage. You will see your name on the Navigation Bar on the left indicating it is your account and the District Logo along with any messages or notification.
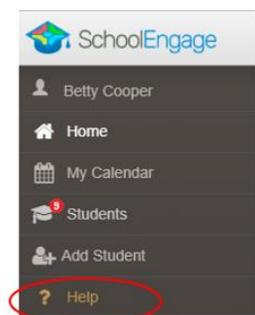
Once you are logged into School Engage, the **? Help** is very useful and will give you assistance when you are in the system.
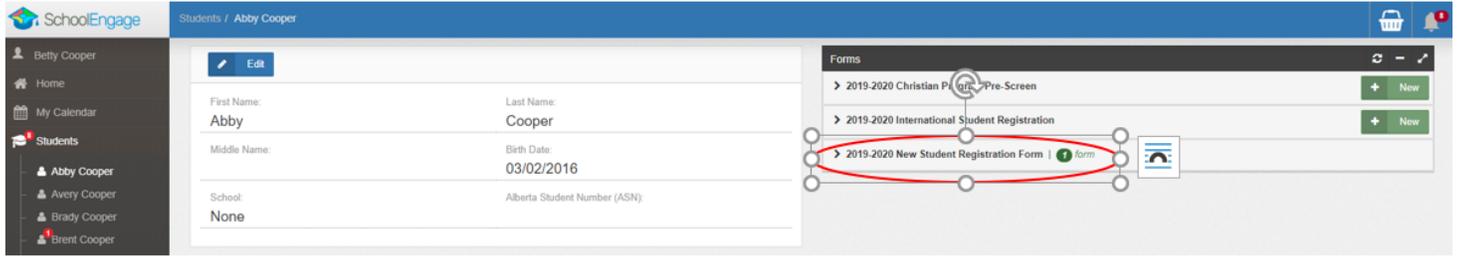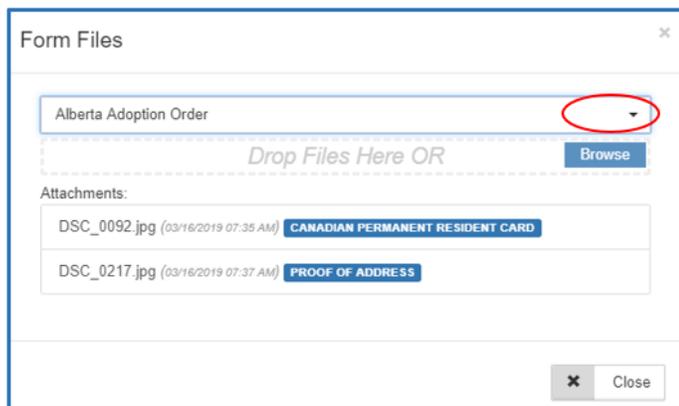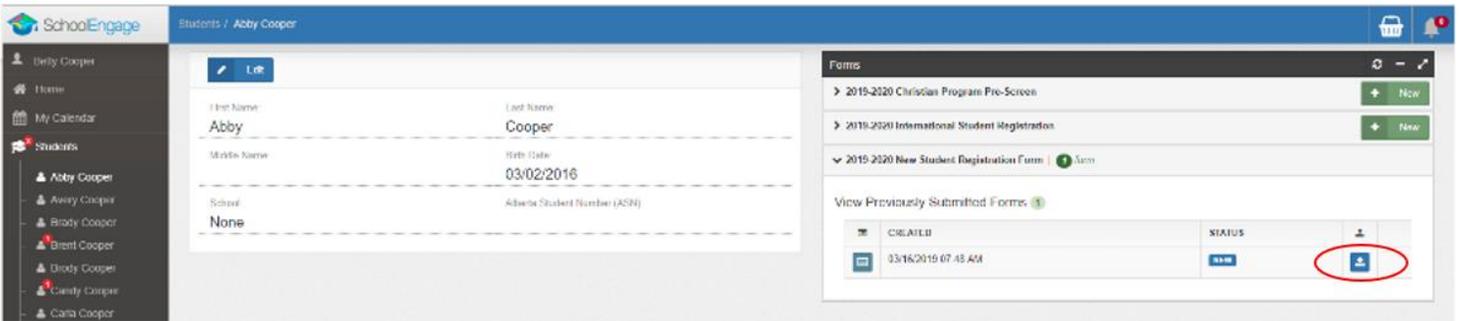

Click on Students

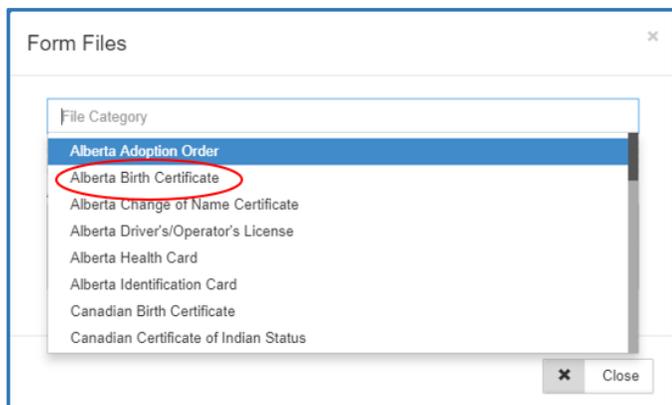Click on the student you wish to upload the documents for.

This is the student information screen, indicating a form has been completed for Abby. Click on that form as circled.

This will expand the form information. Click on the uploads file arrow.

Click on the Drop-down menu arrow to select your Form Category

Choose the type of Form you are uploading.

Form Files

Alberta Birth Certificate ▾

Drop Files Here OR   [Browse]

Attachments:

DSC_0092.jpg *(03/16/2019 07:35 AM)* **CANADIAN PERMANENT RESIDENT CARD**

DSC_0217.jpg *(03/16/2019 07:37 AM)* **PROOF OF ADDRESS**

✖ Close

Drag and Drop files or browse you files on your computer.

Close once the upload is complete.