

## Holy Spirit Catholic School Division Guidelines for Completing the *Registration Update Form*

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The school division will annually assign a **Registration Update Form** to parents/guardians. This allows us to comply with Alberta Education requirements and ensures that student information is accurate, legal declarations are renewed, and preferences/consents are updated. This also allows our schools to plan for the upcoming school year.

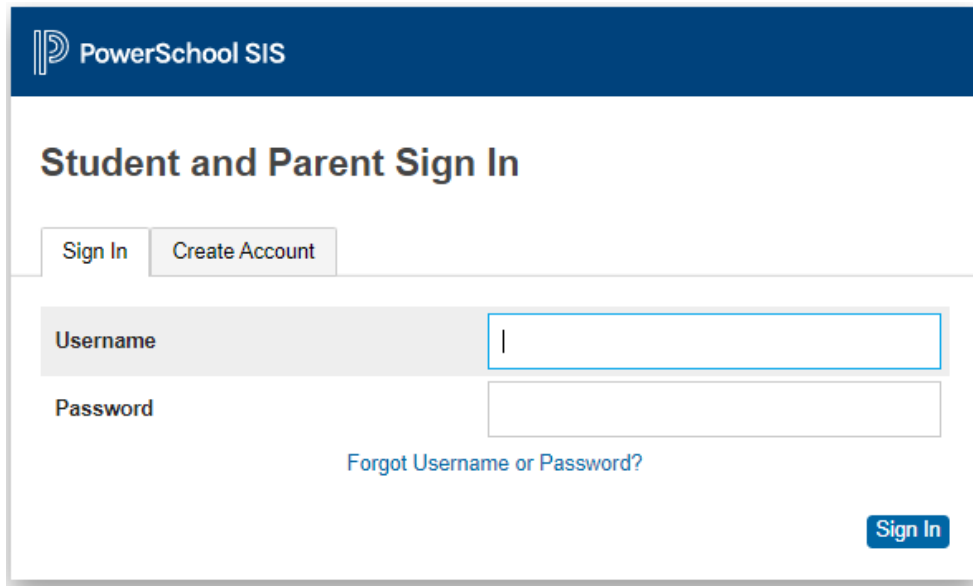
To access the **Registration Update Form** for each of the students associate with your account:

### A. Log into your PowerSchool Parent Portal

1. Go to you your child's school website, or the division website at <https://www.holyspirit.ab.ca>.
2. Click on the PowerSchool icon button on the top right corner of the website:



This will take you to the following sign in screen:

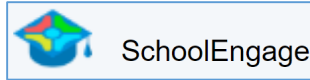
A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo and text. Below the header, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. Below these are two input fields: 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is located at the bottom right of the form area.

3. Log in using your username (which should be the same as the email prefix that you have provided to the school) and your selected password. If you have any issues accessing your username, please contact your school directly.

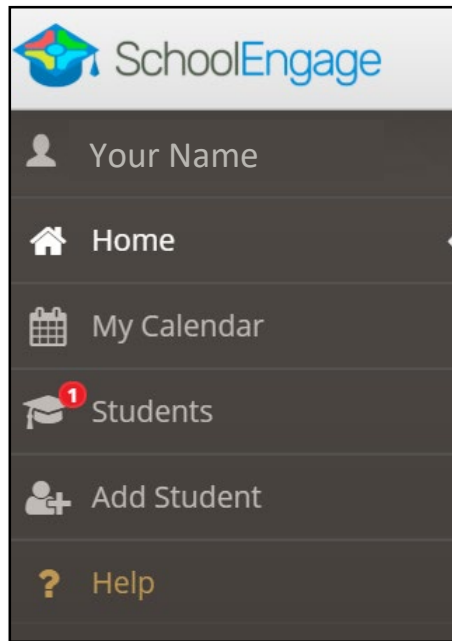


## B. Navigate to SchoolEngage

1. When you enter the PowerSchool Parent Portal, click on the ***School Engage*** link on the bottom left corner of the screen:



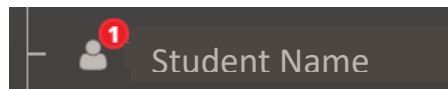
2. The next screen will notify you that you have incomplete forms assigned to you. On the left menu screen, you'll see the following:



3. Select the ***Students*** Tab:



4. The tab will expand to show all of the students associated with your account. Select the student who has the red dot by their name. The red dot indicates that they have a form assigned to them that needs to be filled out.








5. On the right hand side of the screen, under *Forms*, select the *2020-2021 Registration Update Form*. The following information will pop up, once you select this item:

▼ **2020-2021 Registration Update Form** | **1** *form requires attention*

This registration update form contains the information we currently have on file for your child. This personal information is protected by the privacy provisions of the FOIP Act and is used to maintain our student records. Please review this document, complete missing information and change incorrect information.

Edit or Submit Incomplete Forms **1**

	CREATED	STATUS		
	03/05/2020 11:18 AM	<b>INCOMPLETE</b>		

6. Click on the blue button on the left bottom corner of the box to open the assigned form.



## C. The Registration Update Form

### 1. Let us know your plans:

When the form opens, the first question asks if your child will continue to attend a Holy Spirit Catholic School in the upcoming school year. Provide your answer using the dropdown list provided.

The screenshot shows a web form with a progress bar at the top labeled 'STEPS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14'. Below the progress bar is the school division information: 'HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION', '620 12B Street North, Lethbridge, AB', and 'Tel: 403-327-9555 Fax: 403-327-9595'. The main question is 'Please indicate if your child will continue to attend a Holy Spirit Catholic School in the upcoming school year.' The dropdown menu is open, showing four options: 'I am continuing enrollment with Holy Spirit Catholic School Division' (highlighted in blue), 'I am leaving and moving out of City/Town', 'I am leaving and registering with another school division within current city/town', and 'I am leaving and prefer not to answer'. A 'Save' button is visible in the top right corner.

If you will NOT be attending a school within the Holy Spirit Catholic School Division, select the appropriate response. Then save and submit the form. You are done.

If you plan to continue to attend a school within the division, select ***I am continuing enrollment with the Holy Spirit Catholic School Division***. You will then be prompted to continue to review the information presented in the form.

### 2. Program Choice:

On the 2<sup>nd</sup> page of the ***Registration Update Form***, under ***School Information***, you will be asked to confirm your ***Program Choice***. Here you may indicate if you are seeking a ***Regular Program*** for your child or are interested in pursuing ***French Immersion***. Please be aware that your child may NOT join French Immersion after Grade 1 without previous French Immersion experience.

The screenshot shows the 'School Information' section of the form. It contains several fields: 'Registering for Grade' with a dropdown menu set to 'Grade 2'; 'Program Choice' with a dropdown menu set to 'Program Choice' and a red error message 'This field is required.' below it; 'Assigned School for next year' with a dropdown menu set to 'St. Patrick Fine Arts School'; 'My child will attend the assigned school next year' with a dropdown menu set to 'no' and a blue 'x' icon; and 'Attend designated/boundary school' with a dropdown menu set to 'Attend designated/boundary school' and a red error message 'This field is required.' below it. At the bottom, there is a checkbox labeled 'I would like to be assigned an Out of Boundary form to apply to a different school upon submission' which is currently unchecked.



### 3. Selecting your school for the upcoming year:

Continuing down the 2<sup>nd</sup> page of the **Registration Update Form**, still under **School Information**, you will indicate what school your child will attend for the upcoming school year.

In the **Assigned School for next year** field you will see what school our system anticipates your child will attend next year.

If you plan to have your child attend the same school for the upcoming school year, select **yes** and continue to the next page in the form.

If you DO NOT plan to have your child attend the assigned school for the upcoming school year, select **no**.

An additional field will pop-up asking you if your child will **Attend designated/boundary school**. The physical/municipal address that you entered on page 2 should determine your designated/boundary school, if your address properly locates in the system. If the school listed in this new field is correct, please select it.

School Information

Registering for Grade: Grade 3

Program Choice: Regular Program

Assigned School for next year: St. Patrick Fine Arts School

My child will attend the assigned school next year: no

Attend designated/boundary school: Attend designated/boundary school  
St. Paul School

I would like to be assigned an Out of Boundary form to apply to a different school upon submission

If the school listed in the **Attend designated/boundary school** field is not correct, check the box beside **I would like to be assigned an Out of Boundary form to apply to a different school upon submission**. This will allow you to request that your child be considered to attend a school beyond your designated/boundary school.

I would like to be assigned an Out of Boundary form to apply to a different school upon submission



#### 4. Managing Contacts:

On the 7<sup>th</sup> page of the **Registration Update Form** you will be able to enter in the information for all the contacts you would like associated with your child.

The form will automatically default so that there is space for up to six (6) potential contacts for each student. **YOU DO NOT HAVE TO PROVIDE INFORMATION FOR ALL SIX (6) CONTACTS.** However, please provide at least one or two additional contacts per student in the event that the primary parent/guardian can't be reached in an emergency. It is recommended that the contacts be entered in order of priority, with parent(s) / guardian(s) living with the student entered first.

Please note, if the form already has an address for a contact person, **DO NOT REMOVE THE ADDRESS.** If you need to remove the contact, simply select the ***I do not require this contact*** check box. The system will then request a date of removal for the contact. Enter today's date.

Contact 5	
<input checked="" type="checkbox"/> I do not require a 5th contact	
Date to remove 5th contact	03/10/2020

#### 5. Additional notes when filling out the Registration Update Form:

- Any field that is highlighted in red is a required field.
- You will not be able to proceed to the next page on the form until the required fields on the current page have been filled out.
- Once you've completed a page, it will be automatically saved.
- You can come back to review your form at any time, but please make sure that you complete the page that you're currently working on so that it saves.

#### D. For More Information or Assistance

If you require any assistance in filling in the **Registration Update Form**, please visit your child's school or contact us at:

Holy Spirit Catholic School Division  
620 12B Street North, Lethbridge, Alberta T1H 2L7  
Phone: 403-327-9555  
Website: <https://www.holyspirit.ab.ca>

