



2021-2022 Registration Verification NEW Procedure – using

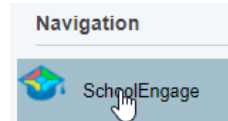


We are excited to get started with a new Registration Verification procedure for Parents and for the amazing staff at ECSD. This document is designed to help you understand the procedure from the parent/guardian’s point of view. The 2021-2022 Registration Verification will be done inside the Parent Portal, using our SchoolEngage forms product.

Here is the procedure for parents to complete their Forms:

1. Log onto the Parent Portal using their existing Access Account. <https://powerschool.ecsd.net>

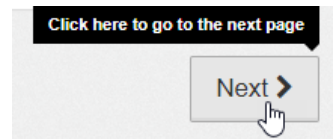
2. Open/Click on the SchoolEngage Icon →→→→→→→→→→
(Located on the left hand side menu of the Parent Portal.)



3. SchoolEngage will open and there will be a “Incomplete Form” Notification in the main window, Parents can also see the student attached to their Parent Portal account on the left side menu by clicking on the Students Icon. To start the form, parents will click on the Incomplete Form, to open their Registration Verification.



4. The 2021-2022 Registration Verification Form will open, and there are only 4 pages for the parents to review/verify and update if necessary, the information contained in PowerSchool will be presented to the parent to review and verify, and then they will click the next arrow after the have completed each page. **(they cannot complete the page if there is information missing, these items will be in RED).**



5. A Screenshot view of the 4 Pages that parent need to review/complete are below (on 2 Pages), and if there are no changes, parents will only need to agree and sign the pages as necessary.

- PAGE 1 – Student Information and Residential Information (Synced with PASI)
- PAGE 2 – Religious Permeation (imported from PowerSchool and can be updated if needed)
- PAGE 2 – Parent/Guardian information – The Attached Screen only shows Contact1 (Up to 4 contacts can be added as needed)
- PAGE 4 – Medical Information/Emergency Contacts, FNMI Declaration and Agreements to Student Responsible Use agreements and consents to contact Parent/Guardians as needed.

6. When the Parent/Guardian has completed the form, they will get an onscreen confirmation (see below) as well as an email to them confirming that the form was completed.



Parents View of the new SchoolEngage Registration Verification - PAGE 1 of 4

STEPS: 1 2 3 4 Save

Student Information

To revise the Legal Name or Date of Birth for your child, please contact your child's school.

Legal First Name

Legal Middle Name

Legal Last Name

Student has preferred name different from legal name: no

Date of Birth

Gender

Student Home/Residential Information

Home Phone

Address

City

Province

Postal Code

Click here if the Student/Residential Information has changed.

Parents View of the new SchoolEngage Registration Verification - PAGE 2 of 4

STEPS: 1 2 3 4 Save

Religious Permeation

Notice to Parent or Guardian of Religious Permeation

The *Alberta Human Rights Act* requires Edmonton Catholic Schools to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of our schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. Every course of study and education program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.

Religion of Student: Other

If Religion is other than the Catholic faith, please sign the following acknowledgement:

I hereby acknowledge and accept the values and philosophy of a Catholic school and that my child will participate in the prayer life, church and church related activities, religious courses, instruction and exercises in which Catholic ethical and moral standards are taught. Additionally, I am aware that my child is being admitted to this school as a non-resident student, and because of this, the Division accepts the responsibility for my child's education until they voluntarily withdraw or is expelled from the Division.

I Accept

Parent/Guardian/Independent Student Signature (Please type in name): *Parent/Guardian/Independent Student Signature (Please type in name):*

This field is required.

Parents View of the new SchoolEngage Registration Verification - PAGE 3 of 4

STEPS: 1 2 **3** 4 < Save >

Please review the Parent/Guardians that are associated with your Student, if there are no changes, just move to the next page by clicking the NEXT button at the bottom of the page.

Parent/Guardian Contact 1

First Name

Last Name

Is this parent/guardian responsible for the student? ✕

Does this parent/guardian live with the student? ✕

Relationship to Student ✕

Religious Declaration ✕

Email Address

Copy Student's Address to this Parent/Guardian

Parent/Guardian Contact 1 Address

Address

City

Parents View of the new SchoolEngage Registration Verification - PAGE 4 of 4

STEPS: 1 2 3 **4** < Save >

Student Medical Information

Are there any serious medical conditions you would like the school to be aware of that affect the student?

You do not have to provide information about medical concerns, but the information could be crucial to the well-being of the student.

Medical Concern 1

Medical Concern 2

Medical Concern 3

Special Medical Considerations

Emergency Contact 1

First Name

Last Name

Relationship to Student ✕

Phone

Address

I require a second emergency contact