

## SchoolEngage Parent Registration User Guide

### New Family or Returning back to Chinook's Edge School Division

SchoolEngage is a communication tool that interacts between students, parents and school. Key functionality includes on-line forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update information.

#### **New Family/Adult student to the District.**

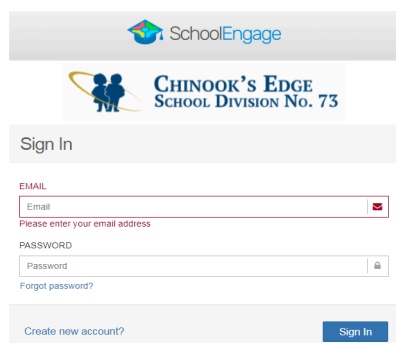
Use this only if you have no active students in our Division

*\*click on “Are you ready to register?” and create a new Account via SchoolEngage.*

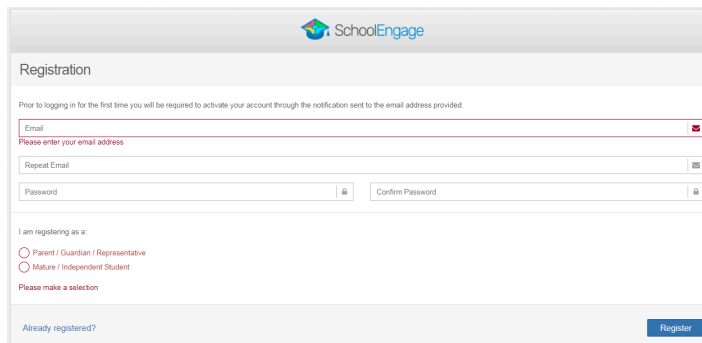
If you are returning to register (example you had students in Chinook’s Edge School Division 2 yrs.) Follow these steps below, when typing in your email, if you have previously used this address you will get a message

- > “Email address already exists”,
- > click on “Forget Password” and it will reset your password to get in.

**Create a new account or sign in** if you have already created an account.



The image shows the 'Sign In' page of the SchoolEngage application. At the top, there is a header with the SchoolEngage logo and the text 'CHINOOK'S EDGE SCHOOL DIVISION NO. 73'. Below the header, there is a 'Sign In' section. It contains two input fields: 'EMAIL' and 'PASSWORD'. The 'EMAIL' field has a red border and a red envelope icon, with the text 'Please enter your email address' below it. The 'PASSWORD' field has a red border and a red lock icon, with the text 'Please enter your password' below it. There is a link 'Forgot password?' below the password field. At the bottom, there is a 'Create new account?' link and a 'Sign In' button.



The image shows the 'Registration' page of the SchoolEngage application. At the top, there is a header with the SchoolEngage logo. Below the header, there is a 'Registration' section. It contains a note: 'Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided.' Below this, there are three input fields: 'Email', 'Repeat Email', and 'Password'. The 'Email' field has a red border and a red envelope icon, with the text 'Please enter your email address' below it. The 'Repeat Email' field has a red border and a red envelope icon. The 'Password' field has a red border and a red lock icon, with a 'Confirm Password' field next to it. Below the input fields, there is a section 'I am registering as a:' with two radio buttons: 'Parent / Guardian / Representative' and 'Mature / Independent Student'. Below this, there is a 'Please make a selection' label. At the bottom, there is a 'Already registered?' link and a 'Register' button.

Once the account is created you will receive an email, **you must open the email and validate** the registration in order to be able to continue the SchoolEngage registration.

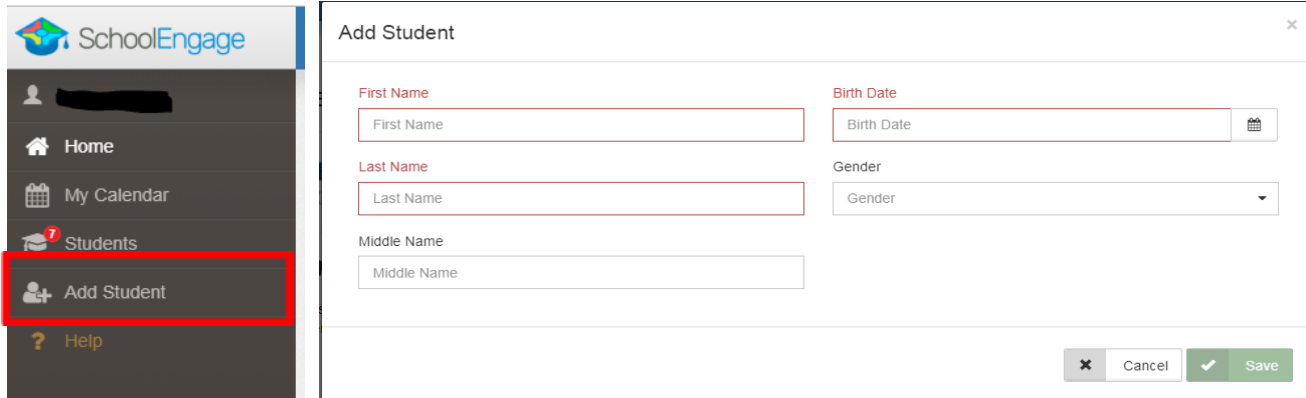
You still need to sign into SchoolEngage to complete the proper year Registration form.

Continue to **“Let’s Get Registered”**

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### Let's Get Registered

CLICK on Add New Student and fill in information



**Add Student**

First Name:

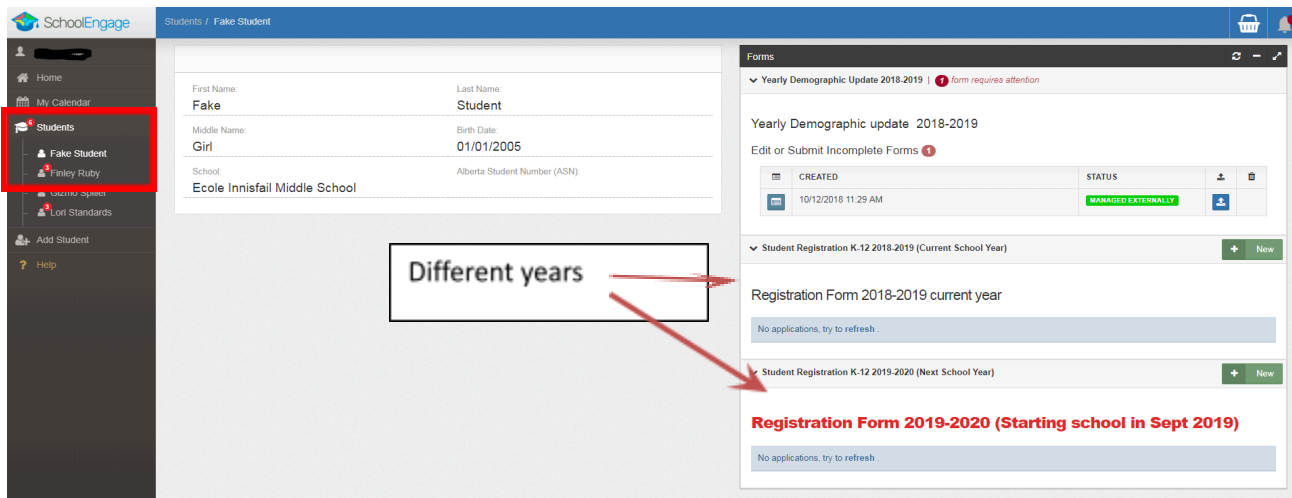
Last Name:

Middle Name:

Birth Date:

Gender:

Under the Students list Click on your child's name you need to register. Please click on **New in the proper Registration Form for the year on the right side.** If you fill out the wrong year, you will be asked to do it again.



**Students / Fake Student**

First Name: Fake Last Name: Student

Middle Name: Girl Birth Date: 01/01/2005

School: Ecole Innisfail Middle School Alberta Student Number (ASN):

**Forms**

Yearly Demographic Update 2018-2019 | 1 form requires attention

Yearly Demographic update 2018-2019

Edit or Submit Incomplete Forms

CREATED	STATUS		
10/12/2018 11:29 AM	MANAGED EXTERNALLY		

Student Registration K-12 2018-2019 (Current School Year)

Registration Form 2018-2019 current year

No applications, try to refresh.

Student Registration K-12 2019-2020 (Next School Year)

**Registration Form 2019-2020 (Starting school in Sept 2019)**

No applications, try to refresh.

**Different years**

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### Tips for completing your Student Registration

- Use the ➤ Arrows in the top corner to proceed to the next page- you must complete mandatory fields (in red) before arrow will work
- There are many fields that are mandatory and you will not be permitted to progress to the next page until they are completed. The field(s) will be highlighted red.
- Some fields have a specific format such as phone numbers etc. 403-555-5555.
- **RED X** on the right side in the 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, but only if you have completed the mandatory information.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- You will then receive an email confirming it was either Submitted, Approved and or Unprocessed.

### Page one - Student Information

- What School year are you applying for
- Previous school history
- School applying for/grade/start date
  - \*There will be variation between schools for more information- some schools will ask for preferred Language (French Immersion), proof of residency, or an interview if a Christian based school.
- Legal Name/ DOB will fill in from your student information entered. Your legal name and DOB must match your Legal Vital Statistics Documentation.
- AKA preferred name will fill in from your first page. You can change your preferred name in this area.
- Student information home phone, student cell phone, and Student personal email (gr 10-12)
- Mailing Address - Postal code must be formatted with capital letters and numbers. Please follow Canada post mailing standards
- Physical Address- Postal code must be formatted with capital letters and numbers.
- Legal Land Address
- Transportation Question
- Use the > to go to next page

### Page Two –Citizenship Status

- Please fill in the proper citizenship status > Upload of documentation available

*Please follow the proper instructions for documents.*

*\* Permanent residents and Temporary Residents must provide current and valid documents for acceptance .*

*Please make sure with the school that you have all your documents uploaded or brought into the school*

*\* Canadian citizens must provide a Birth certificate or Canadian Citizenship document (both sides) as well as foreign birth cert.*

### Page Three– Student Status - Resident Information

- Please **Select Appropriate Status** in the drop down
- **With whom does the student live? Select appropriate description (Independent students , please select independent)**
- **Students living with parents**
  - \*Contacts are for Legal Guardians (Include parents not residing with the student)

**Contact 1** -The person filling out the form should be in Parent or Guardian 1

**Contact 2 to 3** -add other parents (not emergency contacts they go on page 4)

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**Tip:** Step father and Step mothers can be entered, but please do not tick off Legal Guardian unless you have a legal court order from the Court of Kings(Queen's) Bench

There is a place for you to upload this document

#### **Page Four Child Access –Emergency Information**

- Child Access – Required to say Yes /No > Upload of documentation available, If you have a legal Parenting agreement this also can be uploaded on this page
- Emergency Contacts 1,2, and 3 (Emergency 1 is required) Please

#### **Page 5 – Medical Information/ School Messenger**

- Medical emergency information
- Non-emergency information
- School messenger information *(to receive text message opt in by texting Y or Yes to 724665)*
- Names of other students living in the same address attending a Chinook's Edge School

#### **Page 6 –Most Fields are Required**

- Section 23
- Aboriginal self-identification
- English as a additional language
- Individual Program Plan > Upload of documentation available
- Transportation request
- FOIP/Media Consents
- Technology Responsible Use Terms and Conditions
- FOIP Information (asked when you first registered, you can change this at any time by phoning the school and requesting a change.
- In Town Walking Field and In Town Bussing Consent

#### **Page 7 – Form completion**

- Youngest family member in school/district
- Parent, guardian, adult, independent email and certify the information to be true. This is also used for Communication between teachers/Parents and permission slips for field trips not included in the Walking Field trip consent
- Enter any special request you have here.
- Survey if you desire to fill it out.

#### **SAVE and SUBMIT**

**Please remember your registration is just an application until you receive an email that your child is approved. We don't start approving until later in the spring (April -June) Then over the summer your registration will be looked at late August**

**The school might be in contact with you to supply more information, such as documents.**