

Guidelines for Completing the Registration Update Form for Current Families of Holy Spirit Catholic School Division

Updated - January 2025

If your child is enrolled in a school within the Holy Spirit Catholic School Division, then you should have received an email from donotreply@schoolengage.ca letting you know that you have been assigned the **Registration Update Form**. If you have not received this email, please contact your child's school directly for assistance.

Alberta Education requires that this information be provided annually. It allows you to review and update the information currently on file for your child, renew any legal declaration, and update your preferences/consents.

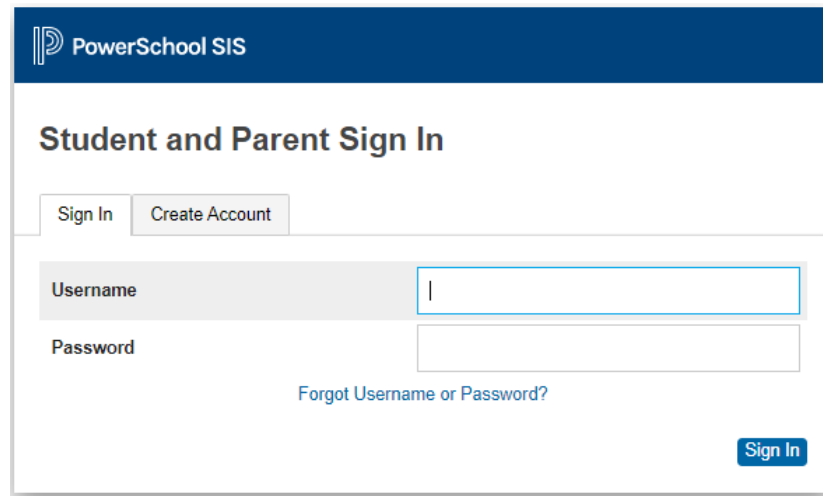
A. Logging into your PowerSchool Parent Portal

1. Go to 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 sign-in 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 at the bottom right of the form area.

3. Log in using your username and your selected password. Your username should be the email prefix that you have on file with the school. So, for example, if your email is "john.doe@gmail.com," then your username will be "john.doe." If you have any issues accessing your username, please contact your school directly.

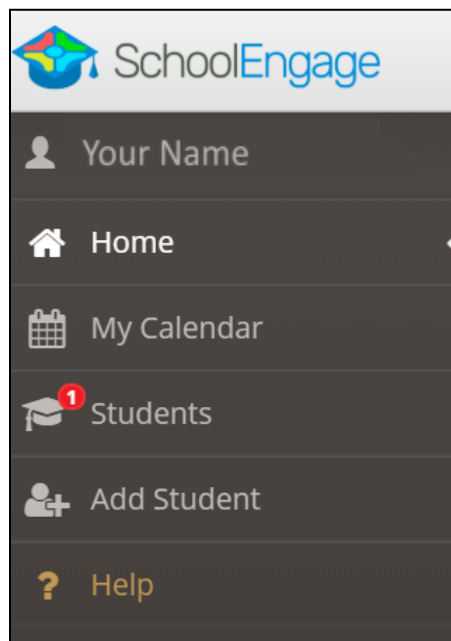


B. Navigating SchoolEngage

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



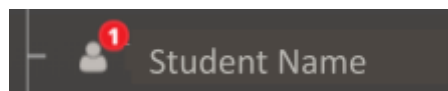
2. The next screen will notify you that you have incomplete forms assigned to you. On the left menu screen, you'll see the following:



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 **Registration Update Form** for the upcoming school year. The following information will pop up, once you select this item:

▼ 2023-2024 2023-2024 Grades K-12 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		
01/12/2023 04:48 PM	INCOMPLETE		

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 school within the Holy Spirit Catholic School Division in the upcoming school year. Provide your answer using the dropdown list provided.



The Holy Spirit Roman Catholic Separate School Division
St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

Please indicate if intend for your child to attend a Holy Spirit Catholic School in the school year indicated on this form

Student Information

Please indicate if intend for your child to attend a Holy Spirit Catholic School in the sch

I intend to continue enrollment during the school year indicated on this form

I am leaving and due to moving outside of the District

I am registering at a different school division within our current city/town

I am leaving and prefer not to identify why

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 2nd 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.

School Information

Assigned Grade	Grade 7
Program Choice	Regular Program
Assigned School	St. Francis Junior High School
Will the student be attending the assigned school and grade listed above?	yes



3. Selecting your school for the upcoming year:

Continuing down the 2nd 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** 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 believe there is an error with your assigned grade or school, please contact your school directly.

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 the **Boundary school**. The physical/municipal address that you entered on page 2 should determine your designated/boundary school if your address is properly located by the system. If the school listed in this new field is correct, please select it.

Assigned Grade	Grade 7
Program Choice	Regular Program
Assigned School	St. Francis Junior High School
Will the student be attending the assigned school and grade listed above?	no
Boundary School	Father Leonard Van Tighem School

If you would like to apply to a school other than the **Boundary school** select "yes" in the box beside **I wish for my child to attend a different school than the Boundary School**. This will allow you to request that your child be considered to attend a school beyond your designated/boundary school.

I wish for my child to attend a different school than the Boundary School.

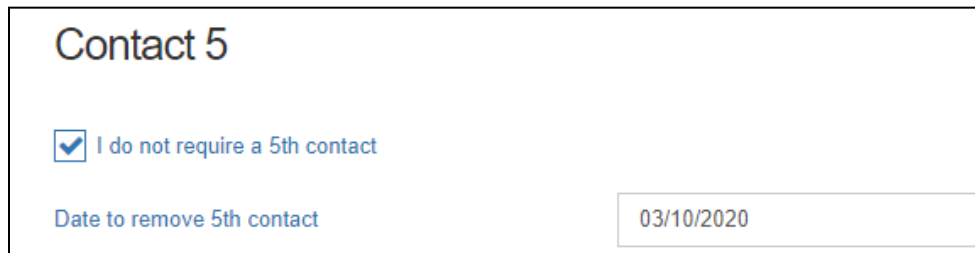


4. **Managing Contacts:**

On the 7th 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.



The screenshot shows a form titled "Contact 5". It contains a checked checkbox with the text "I do not require a 5th contact". Below this is a label "Date to remove 5th contact" and a text input field containing the date "03/10/2020".

D. Additional notes when filling out the Registration Update Form:

- On SchoolEngage's Navigation Bar on the left, click on "Help" for assistance in completing the form.
- Any field that is highlighted in red is a required field. You will not be able to save the page or progress to the next page until the required fields are completed.
- 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.

E. For More Information or Assistance

If you require any assistance, 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>

