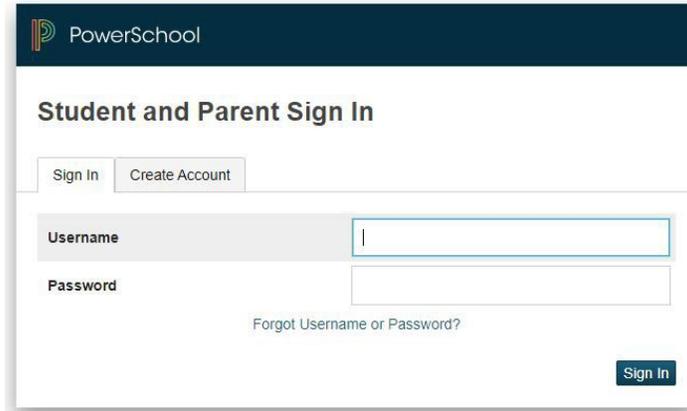


PARENT LEARNING GUIDE: Registration Update, Change of Information Forms & Bus Application

GETTING STARTED

Please login to [PowerSchool](#) using your **username** and **password**. If you have forgotten either the username or password, please call the school at 780-532-7721.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and name. Below this is a white box titled "Student and Parent Sign In". Inside this box, there are two buttons: "Sign In" and "Create Account". Below the buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the white box.

Once Logged in to PowerSchool

1. Click on the  SchoolEngage icon at the bottom left-hand menu. A new screen will load.
2. Click  Students in the left menu
3.  Click on your child's name. Repeat the next steps for all registered children.

If you are doing a **Registration Update Form**, please continue to Step 4.

If you are doing a **Change of Information Form**, please skip to Step 6.

If you need to fill out a **Bus Application**, please skip to Step 8.

REGISTRATION UPDATE FORM

- After clicking your child's name, you will see a list of forms on the right side of the screen. Please select the **Registration Update Form** for the *current school year*. Click the **v** (circled in yellow) to the left of the "form that requires attention". Click the blue index card (circled in red) and review each page to complete your registration update, even if no information has changed from the previous year.

- Click **SUBMIT** when done.

The screenshot shows a web interface titled 'Forms'. At the top right, there is a 'Group By: Category' dropdown menu. Below this, a green header bar indicates 'Registration' with a red notification icon. Underneath, there are two main form entries: 'New Student Registration Form | 1 form' and 'Registration Update Form | 1 form requires attention'. The 'Registration Update Form' entry has a yellow circle around a dropdown arrow on its left. Below these entries is a section titled 'Edit or Submit Incomplete Forms' with a red notification icon. This section contains a table with columns 'CREATED' and 'STATUS'. The 'STATUS' column shows 'INCOMPLETE'. A blue index card icon is circled in red, with a red arrow pointing to it and the text 'Click to Open Form'.

CHANGE OF INFORMATION FORM

- After clicking your child's name, you will see a list of forms on the right side of the screen. Please select the **Change of Information Form**. Click the green +New button and follow the steps to complete your registration update.

- Click **SUBMIT** when done.

The screenshot shows the 'Information Update' section of the 'Forms' interface. It features a single entry: 'Change of Information Form'. To the right of this entry is a green button with a white plus sign and the text '+ New'. A red arrow points from the right towards this button.

BUS APPLICATION FORM

- After clicking your child's name, you will see a list of forms on the right side of the screen. Please select the **Bus Application**. Click the green +New button and follow the steps to complete your registration update.

- Click **SUBMIT** when done.

The screenshot shows the 'Transportation' section of the 'Forms' interface. It features a single entry: 'Bus Application'. To the right of this entry is a green button with a white plus sign and the text '+ New'. A red arrow points from the right towards this button.