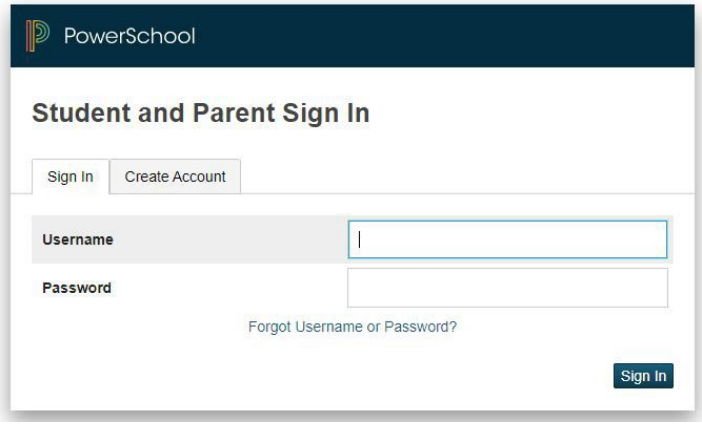
PARENT LEARNING GUIDE: Registration Update, Change of Information Forms & Bus Application

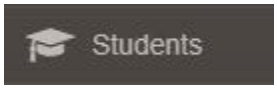
GETTING STARTED

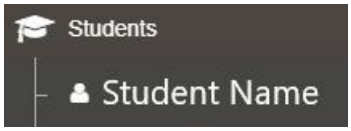
Please login to PowerSchool using your **username** and **password**. If you have forgotten either the username or password, please call the school at 780-532-7721.



Once Logged in to PowerSchool

1. Click on the

icon at the bottom left-hand menu. A new screen will load.
2. Click 

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.

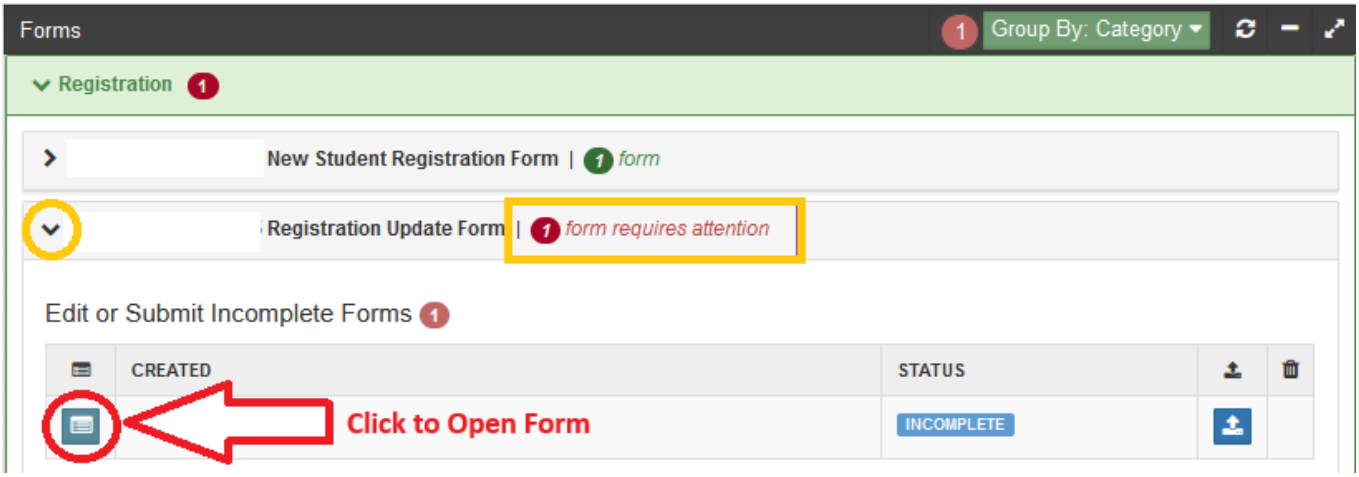
If you are doing a **Change of Information Form**, please skip to Step 6.

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

REGISTRATION UPDATE FORM

4. 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.

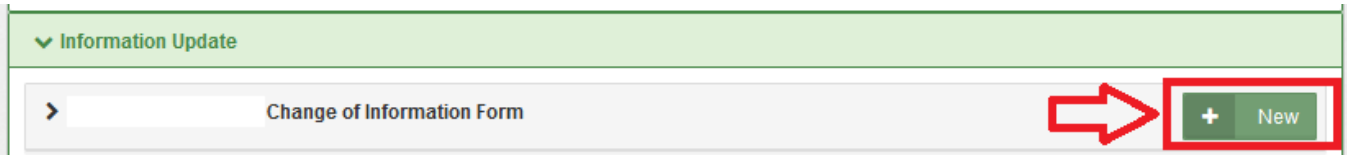
5. Click **SUBMIT** when done.



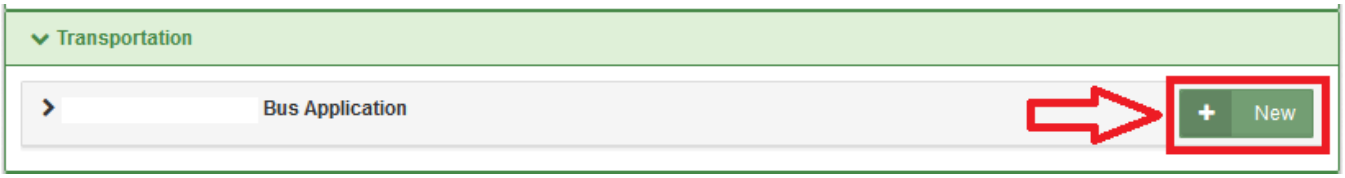
CHANGE OF INFORMATION FORM

6. 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.

7. Click **SUBMIT** when done.



BUS APPLICATION FORM

8. 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.

9. Click **SUBMIT** when done.