![Sturgeon Public Schools logo — SPS, Dare to reimagine learning]

Guide to Submit Registration Confirmation via PowerSchool

Things you will need

- PowerSchool parent portal account
- Access to a computer or use of a browser on a handheld device
- Internet Browser ![Firefox icon] Firefox recommended (Microsoft Edge / Internet Explorer are not supported)

Step 1

Log onto to your PowerSchool parent portal account at https://pschool.sturgeon.ab.ca/public/home.html

If you have forgotten your Username or Password, click the Forgot Username or Password? link to retrieve.

If you are still unable to login, contact your school office for assistance.

![Sturgeon Public Schools logo — Dare to reimagine learning]

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Step 2

Select your first student by clicking on the name

PowerSchool SIS

| Dacie | Zoe | Liam | Erin | Jacob |
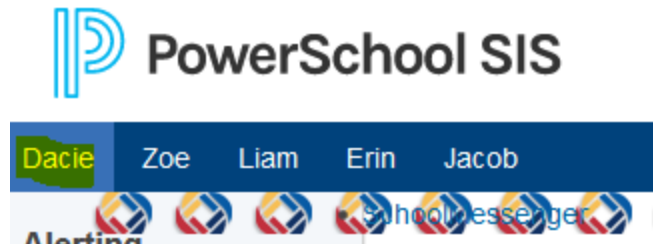
Step 3

On the left side of the screen, click on the Registration Confirmation tab

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Registration Confirmation
- Email Notification
- Teacher Comments
- Student Fees
- School Bulletin
- Account Preferences
- My Schedule
- School Information
- 2020-2021 School Year Calendar
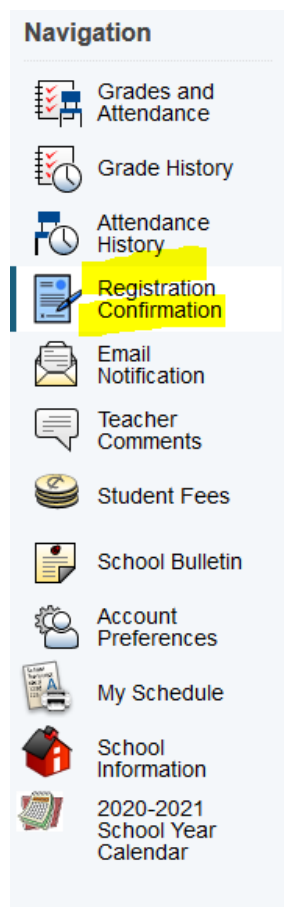
Verify the information on the page carefully for each section

- STUDENT DEMOGRAPHICS
- STUDENT AND PARENT/GUARDIAN INFORMATION
- FOIP CONSENT
- MEDIA CONSENT
- ABORIGINAL SELF-IDENTIFICATION
- SECTION 23 FRANCOPHONE EDUCATION ELIGIBILITY DECLARATION

The school name that your child is registering with for the 2021-2022 school year, will be reflected at the top of the page.

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Within the Student Demographics and Student & Parent/Guardian Information section, you will have an opportunity to select either: Info is Correct or Changes Required.

If changes are required, fill in the new information in the box provided.

Under **FOIP Consent**:

1   Read the information and scroll down in the box to select the check box confirming you have read

2   Select either option pertaining to this consent

Under **Media Consent**:

1   Read the information and scroll down in the box to select the check box confirming you have read

2   Select either option pertaining to this consent

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Aboriginal Self-Identification will auto populate what is currently recorded in PowerSchool.

ABORIGINAL SELF-IDENTIFICATION

** If you wish to declare the student is Aboriginal, please select the one, otherwise select "No Status":
○ No Status   ○ Status Indian/ First Nations   ○ Non-Status Indian/ First Nations   ○ Metis   ○ Inuit

The current student record for Aboriginal Self-Identification indicates: **No Status.** This Declaration must be updated annually.

For further information, please refer to https://www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx or contact Alberta Education at 780-4
contact the School Board Superintendent at 780-939-4341.

If you wish to change your Self-Identification, please update this record.

Update the **Section 23 Francophone Education Eligibility Declaration** by selecting from the available options.

SECTION 23 FRANCOPHONE EDUCATION ELIGIBILITY DECLARATION

Pursuant to Section 17 of the *Education Act* and Section 23 of the *Canadian Charter of Rights and Freedoms*:

Citizens of Canada

- whose first language learned and still understood is French, or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada,

have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional Authority.

** A. According to the criteria above as set out in the Canadian Charter of Rights and Freedoms, are you eligible to have your child receive a French first language (Francophone) education:
○ Yes   ○ No   ○ Do not know

** B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?
○ Yes   ○ No   ○ N/A

Step 4

Check the box and enter your name.

CERTIFY INFORMATION IS CORRECT

⚠ You need to read and respond to the FOIP terms. Click here.

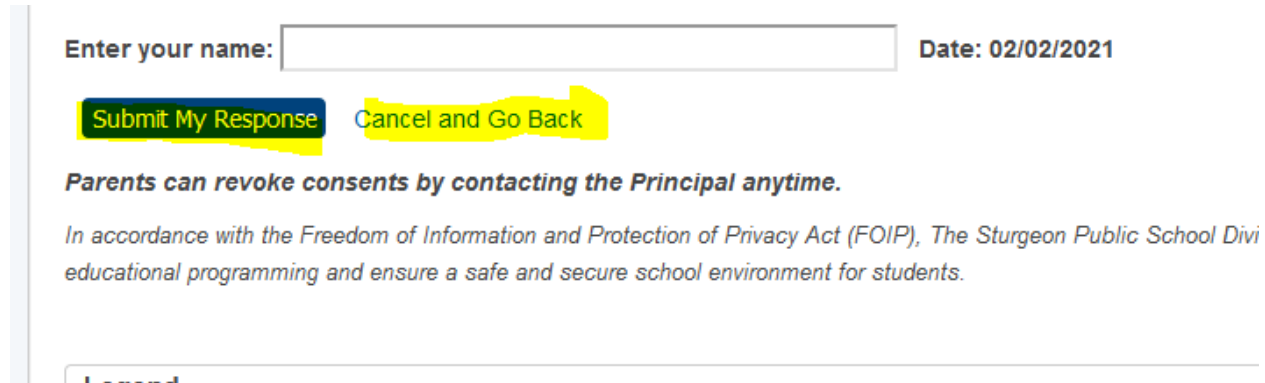⚠ You need to read and respond to the Media terms. Click here.

☑ By checking this box, I acknowledge that I am the parent/legal guardian o
given on this registration form is complete and correct. As indicated by my s
legally binding.

Enter your name: [   ]

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Step 5

Review submission for final approval and click the Submit My Response button. Alternatively, there is a Cancel and Go Back option.

If you have changes to your registration information after submission, please contact the school office directly.

Step 6

From the top left corner, select your next child and repeat the process until all children have been registered.
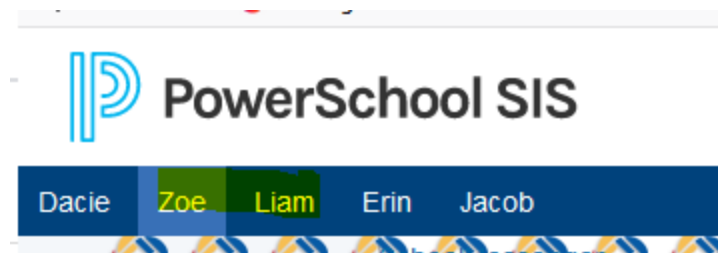
Troubleshooting Assistance: If you have any questions along the way, please feel free to contact the school office.