

How to Register a New Student



STEP 1

CREATE AN ACCOUNT

- Follow the [link](#) to the registration page.
- Click on “Create Account.” Create **only one account per household** so the system can access your information correctly—**which is different from any existing PowerSchool Parent Portal accounts**. If you have multiple children, use this new account to register them by completing individual registration forms for each child.
- Once an account is created, start a new form by selecting “New Student Registration 2018-2019” from the dashboard.
- Enter your child’s name and birth date then start the registration process.
NOTE: “online recommendations” refers to the data entered in the registration form.

STEP 2

REGISTER YOUR CHILD

TIP

You can leave and come back to a form anytime by selecting “Continue a Form in Progress” from the main [dashboard](#).

NEED ASSISTANCE?

For technical assistance visit the [PowerSchool Community](#) web page or call 1-866-752-6850 Mondays through Fridays between 7 a.m. and 6 p.m.

For all other inquiries, contact your school during regular school hours.

DON'T HAVE A COMPUTER?

All EIPS schools have a computer available for families to use for registration purposes. The registration form is mobile friendly, meaning you can also use your smartphone or tablet to register.

DOCUMENTATION

It’s helpful to gather all supporting documents prior to beginning the registration process. **Documents must be uploaded electronically.** Once the form is submitted, any additional documentation must be provided to the school directly by email or in person. Visit the school’s website for more information. Davidson Creek Elementary families can email documents to general.DCE@eips.ca or bring documents to Mills Haven Elementary.

Required documents:

- birth certificate—if unavailable, use the student’s passport
- verification of residency—utility bill, property-tax statement or rental agreement
- student’s immigration papers or visa and study permits, if applicable

Legal documentation is required for the following:

- Parent Custody Agreement, if there are restrictions on access
- Guardianship Letter, if parents live in Alberta

NOTE: If parents live outside of Alberta legal guardianship must be applied for through the province.

HOW TO CREATE AN ELECTRONIC DOCUMENT

- Save the documents to your computer using a scanner or try one of these free scanning apps: [Google Drive for Android](#), [Scannable](#), [CamScanner](#), [Genius Scan](#)
- Alternatively, take a photo with your smartphone or tablet. Then, either upload it directly to the form or save it on your computer and upload it from there.

DESIGNATED SCHOOL

EIPS has established school boundaries throughout the Division and all students, including kindergarten students, are assigned a designated school based on where they live. EIPS encourages families to register their kindergarten child at their designated school.

- Find your designated school using the [Versatrans e-Link tool](#).

BUSING

The form also allows families to indicate if their child requires transportation services. Busing is not guaranteed. The information is reviewed by Student Transportation and if more detail is required the department will contact you directly, by phone or email.

Once the registration form is complete and submitted, a confirmation notice is sent to the given email address. The school will then review your submission and followup, by phone or email, if further information or documentation is required. Once your registration is approved, you will receive an email confirming your child’s enrolment.

NOTE: The registration isn’t complete until all required documents are uploaded. If you have difficulties uploading or need time to gather the required documents, complete as much of the form as you can and then contact the school regarding next steps.

STEP 3

SUBMIT THE FORM