

How to Register a New Student



STEP 1

CREATE AN ACCOUNT

- Go to the [registration log in page](#).

NOTE: If you created an account in a previous year to register a new student, you can log in to that same account again to access the new form rather than creating a new account.

- Click on “Create Account.” Create **only one account per household** so the system can access your information correctly—**this is different than any existing PowerSchool Parent Portal accounts you may have**. If you have multiple children, use this one new account to register all of them by completing an individual registration form for each child.
- Once an account is created, start a new form by selecting the applicable “New Student Registration” form on the dashboard (for the year in which you are registering your child), and follow through the steps as prompted.

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?

If you have questions about completing the New Student Registration Form, contact your school for assistance.

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 email and school address information.

Required documents:

- birth certificate
- verification of residency—such as a driver's licence, 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 Alberta government.

HOW TO CREATE AN ELECTRONIC DOCUMENT

- 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.
- Alternatively, 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](#)

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 child at their designated school.

[Find My Designated School](#)

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.

SUBMIT

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. If you have requested a non-designated school or are registering your child for kindergarten, school staff will contact you in **mid-March** with more information.

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