



The Palliser School Division

Family Portal - Return Registration

The Palliser School Division has launched the new Family Portal. The Family Portal is the site where current parents complete the yearly *Return Student Registration* for their child(ren).

In compliance with the Alberta School Act and the Student Record Regulation, schools must provide proof of registration each year for all students in their schools.

To access the Family Portal, parents can log in using the email address that is on file with their child's school. Parents can see and manage all of their children in the portal registered in any Palliser school using the same weblink.

Parents will complete the **Return Registration** form for their child(ren) as long as:

- The student is currently enrolled at one of the 48 schools within the Palliser School Division.
- The parent has provided the school with an email address that is linked to the student record.
- The parent is the legal guardian of the student (mother, father, guardian and has custody of the child(ren)).

Please follow the steps below to complete the current year "Return Student Registration Form" for your child.

In a web browser, go to <https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn> . Enter the email address that you have on file as the User Name, and click **SIGN IN**. If you have any issues logging into your account, please contact the office at Heritage Christian Academy.

Palliser School Division

edsembli

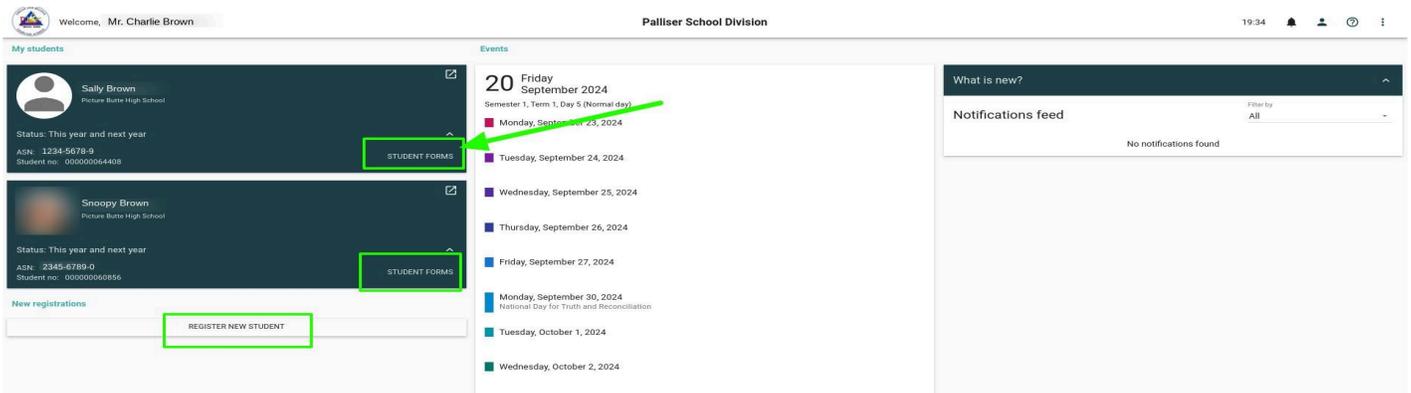
User name *

Charlie.brown@gmail.com

SIGN IN

ABOUT HELP?

On the landing page, you will be provided with access, based on Board/Division/District defined security settings, to all students associated with your account. Easily access students in different schools from the same landing page.



In order to complete and submit the Return Student Registration for your currently enrolled students, click the **“STUDENT FORMS”** link. There is a link for each child associated with your account.

Once you click on the “Student Form” link for the student selected, parents will see the Registration page.



Currently there are four forms in the portal. **It is very important that you are selecting the form for the correct school year (2025-2026).**

Parents have a choice between the *New Student* or *Return Student* form. The *Return Student* form is a **pre-populated form** with information currently in the student information system. **Please use this form** (circled in green; **Return Students 2025/2026**). Correct information and complete the permissions for the current school year. The *New Student* form (crossed out in red) will give you a **blank form** in which you will need to complete all fields.

Fields marked with blue ink and a red asterisk are required as shown in the example below.

A couple areas to be aware of:

- Date of registration for the school year 2025/2026 is **September 2, 2025**.
- The school is **Heritage Christian Academy**.
- Your child(ren)'s grade level is **NEXT YEAR'S grade** (for example: if your child is in Grade 1 this year, then they will be in Grade 2 next year)
- Emergency contacts **CANNOT** be parents, except in extenuating circumstances. Even a pastor or mentor can be an emergency contact, as long as they are aware and HCA has their information.
- Student's citizenship must be verified. However, if the office already has identification paper, please do not upload another document.
- In the section "Request for Consent - Electronic Communication": this is for information and communications from the Heritage Christian Academy. If this is not selected, parents will not receive any electronic communication from HCA. (note: this does not include communications from the HCA Society - HCESC)
- The sections "Threat Assessment Protocol" and "Information Technology User Agreement" have little boxes which **must be** checked along with the parent signature.
- Be sure to fill out all the necessary information and check boxes.

Once all information has been correctly entered into the form, hit the SUBMIT button to complete the process and send the form to the school. Repeat this process for all the students associated with your account.

← Back Submit →

Palliser Regional Division No. 26 (Return Students 2025/2026)

Heritage Christian Academy
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Thank you for keeping your child's information current and correct.