

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 <u>https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn</u>. 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 Sch	ool Division
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er name * harlie.brown@gmail.	.com
SIG	N IN

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.

Welcome, Mr. Charlie Brown	Palliser School Division		19:34	•	0	:
My students	Events					
Sally Brown	20 Friday September 2024	What is new?				^
Picture Butte High School	Semester 1, Tern 1, Day 5 (Normal day) Monday, Senton Lor 23, 2024	Notifications feed	Filter by All			-
Status: This year and next year Asix: 1234-5678-9 Studem to: 00000064408 Studem to: 00000064408	Tuesday, September 24, 2024	No notifications found				
Snoopy Brown	Wednesday, September 25, 2024					
Picture Butte High School	Thursday, September 26, 2024					
Status: This year and next year Asia 2345-6789-0 STUDENT FORMS Student Ro. 000000606856	Friday, September 27, 2024					
New registrations	Monday, September 30, 2024 National Day for Truth and Reconciliation					
REGISTER NEW STUDENT	Tuesday, October 1, 2024					
	Wednesday, October 2, 2024					

In order to complete and submit the Return Student Registration for your currently enrolled students, click the "**<u>STUDENT FORMS</u>**" 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.

Welcome, Palliser School Division	18:26	۰	÷	0	1
School: Hertage Christian Academy  Ralliser Regional Division No. 26 (New Students 2024;025) New Student Registration Ne					
n Open					

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.

Alberta Education Student II	Grade <sup>®</sup> Date of Registration	Next year's g	rade				
School*	Home: V	oom Teacher	mber 2, 202 Do not fill ou	ut			
STUDENT INFORMATION	N						
Student legal last name*	Student legal first name*	Student middle name	Gender*	Date of Birth*	Preferre	d Name (only if different from Legal Name)	

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 <u>CANNOT</u> 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	v Submit
Palliser Regional Division No. 26 (Return Students 2025/2026)	Heritage Christian Academy 2003 McKnight Bivd NE Calgary AB T2E 6L2 1-403-219-3201

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