

For the 2024-25 School Year: **Returning-to-THEE** Parents

**Instructions for Registering Your Son and/or Daughter for Home Education**

I. This registration guide is for parents/guardians who are **RETURNING to THEE** from the 2023-24 school year for the 2024-25 school year.

NOTE: A returning parent is a parent who

- A. Has/had a child in THEE for the 2023-24 school year, or
- B. Has/had a child in THEE for the 2023-24 school year AND who is registering a new-to-THEE child for the 2024-25 school year; you can add your new-to-THEE child to your parent account within your School Engage account where your returning-to-THEE child’s name already is.

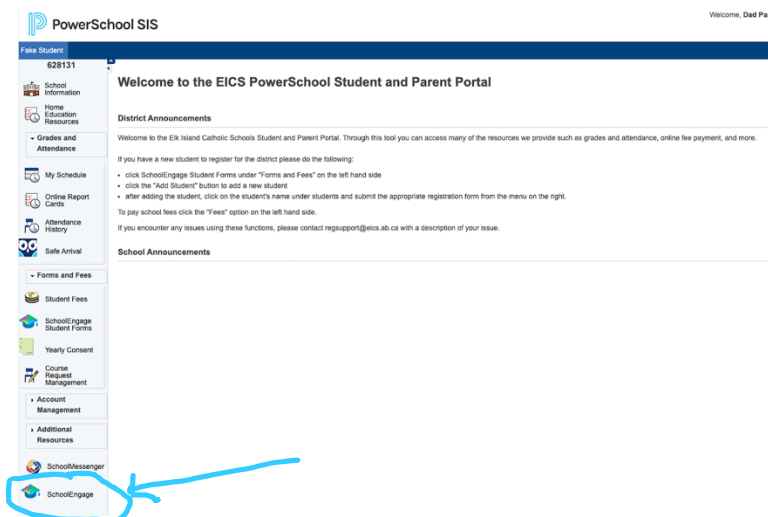
**II. For the RETURNING parent of a THEE Homeschooling student**

Side Note: For new-to-THEE students of returning-to-thee parents, we also need a scanned or smart-phone-photo copy of your child’s Alberta Birth Certificate, Canadian-based birth certificate, Canadian provincial birth certificate, valid/current Permanent Resident Card, or other photo ID document that shows that your child is eligible to receive education funding. NOTE: Alberta Health cards and a driver’s license are NOT acceptable forms of ID.

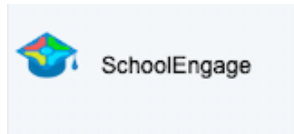
You have the option to use either your School Engage account or your parent account in PowerSchool. You will be using the School Engage system to register your child/children, but you can get to your School Engage account via your parent account in PowerSchool.

A. Using Your Parent Account in PowerSchool to Get Into Your School Engage Account

1. Assuming that you know the username and password for your parent account in PowerSchool, please log into your account from <https://eics.powerschool.com/public/>
2. Once you’ve logged into your account, you’ll see the following screen:



3. In the left margin where all the icons are, look down to the very bottom to the, "School Engage", icon:



4. Click the icon to enter your School Engage account (no need to log into your School Engage account because PowerSchool will automatically do that for you).
5. You can now skip over to instruction B.3. below.

**B. Using Your School Engage Account Directly**

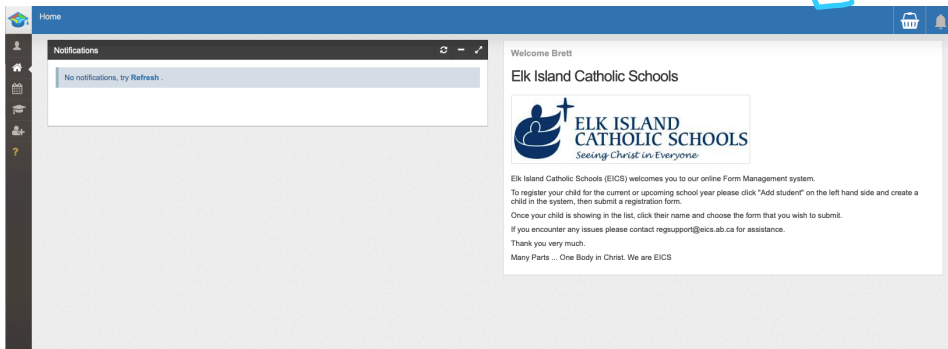
1. Go to <https://eics.schoolengage.ca/#/login>

2. Log into your parent, "School Engage", account:

The image shows a login form for School Engage. At the top, it has the SchoolEngage logo and the Elk Island Catholic Schools logo with the tagline "Seeing Christ in Everyone". Below the logos is a "Sign In" heading. There are two input fields: one for "EMAIL" with a placeholder "Email" and a red error message "Please enter your email address"; and one for "PASSWORD" with a placeholder "Password" and a red error message "Please enter your password". There is a "Forgot password?" link below the password field. At the bottom left is a link "Create new account?" and at the bottom right is a blue "Sign In" button.

Enter your login items here

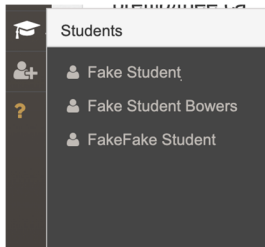
3. You'll now see your, "Home", window in School Engage:



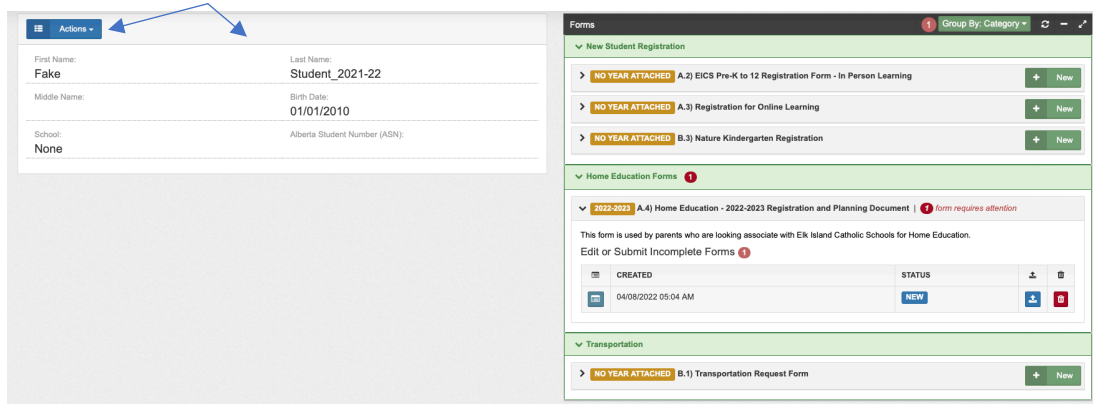
4. On the far left, in the vertical column, scroll your mouse arrow over the graduation cap-and-tassel icon:



5. You'll then see the following pop-up window that will show you (the parent) the name of the student(s) that you have in the School Engage system of Elk Island Catholic Schools (EICS). My test account shows the following students:

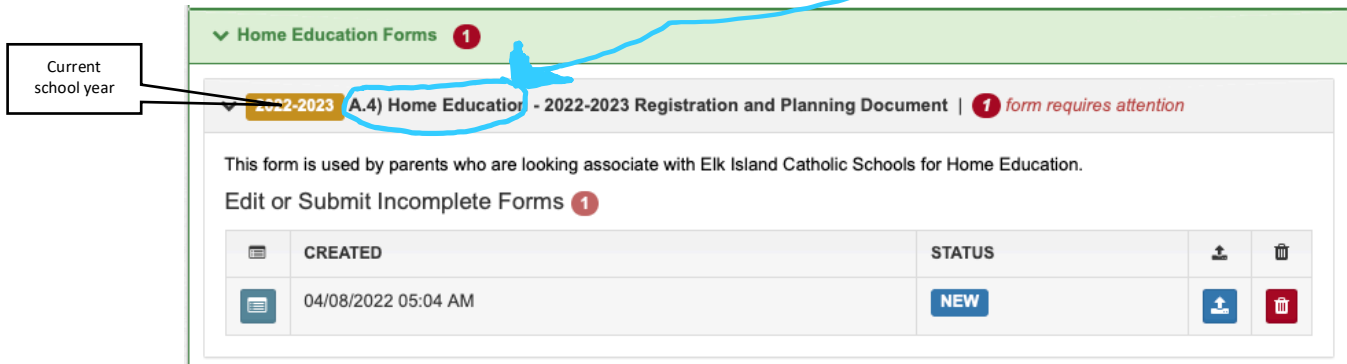


6. Click your mouse arrow on the name of the student who is returning to our Home Education program. Once you've done that, you'll see a screen similar to the following one that shows your student's registration information from the 2020-21 school year on the left side of the window:

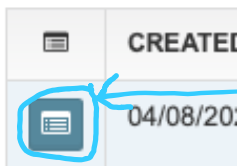


7. Here is where you will start the registration (i.e. "Notification") process for the new school year.

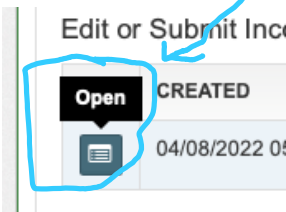
8. With the name of your son or daughter having been chosen and now showing in the left half of the window, look to the right half of the window, find the, "A.4) Home Education" choice in the list of forms,



9. Scroll your mouse arrow over the icon that looks like...actually, I am not really sure what this icon looks like! Scroll your mouse arrow over the below shown icon

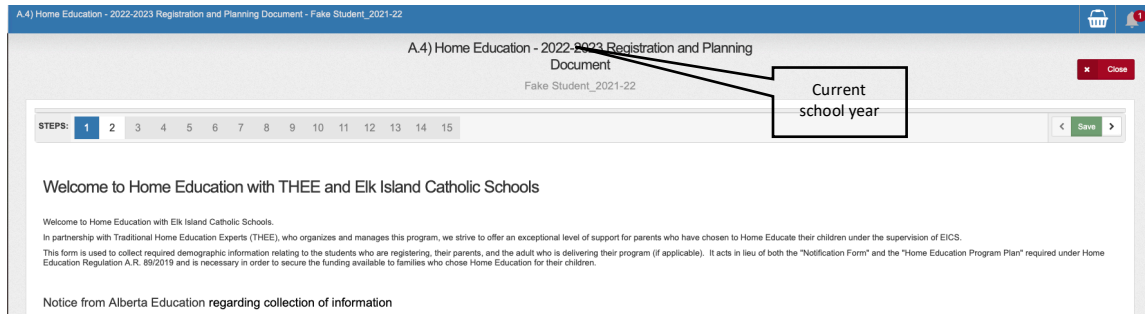


so that you can see the "Open", pop-up note:



Click on that icon.

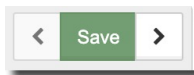
10. You'll now see the first page of the registration process.



11. This process will require a bit of time because you'll be entering the information for both the Notification Form (Pages 1-4) and the, "Education Program Plan" (aka, "The Program Plan") (Pages 5-12). Even though the, "Program Plan", has eight pages, you'll see that the process is very intuitive and that we have not tried to save space in presenting the options and choices to you because we are now using a fully online format; we are not dealing with paper forms, so we don't have to cram as much information as is possible onto a single page of paper.

Our updated features for the parent account within PowerSchool will enable you to directly modify your program plan at any time during the school year. We've given the name, "Dynamic Program Plan", to the version of your program plan that will be in PowerSchool because we want the name to communicate the fact that you can modify the program plan information at any time during the school year...if you've completed your home education registration by using this online system.

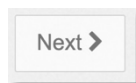
12. At any time during your efforts to complete this registration process, if you decide to stop because you want or need to come back later to this form, you can click on the, "Save" button, which is in the top right corner of each page:



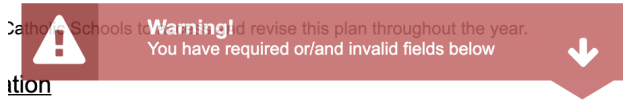
When you have successfully saved your entries, you'll hear a soft chime sound and see the following visual confirmation message:



13. Progress through each page by clicking the, "Next" button, which is in the lower right corner of each page:



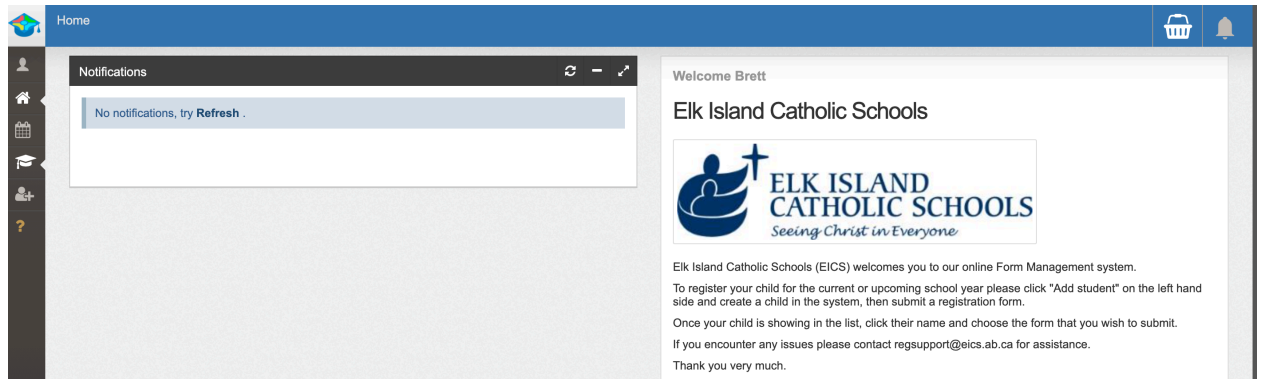
14. If you forgot to enter any of the required information into a given page, you'll see the following warning message:





15. On page 15 of the form, which is the last page, you'll simply need to click the, "Yes", button and choose the date:

A screenshot of a form page. At the top, there are two bullet points: "Students may not apply to a high school principal for high school credits" and "Students may not receive an Alberta High School Diploma". Below these is a text box: "I hereby agree to the above statement and that the information provided on this form is correct and complete. (If paper - please sign)". To the right of this text is a radio button labeled "Yes", which is selected. Below the text box is a date field labeled "Today's date" with a question mark icon, containing the date "04/08/2022". At the bottom of the page, there are two buttons: "Previous" on the left and "Submit" on the right. Blue arrows point from the text in the question to the "Yes" radio button and the "Submit" button.

16. After you've clicked on the, "Submit", button, your window will change to the one shown below and will, for a brief few seconds, show a confirmation banner in the top right corner that you have successfully submitted the entire 15 pages of the registration form.



17. If you have another child to register into our Home Education program, you can repeat the registration process by clicking on either the graduation cap-n-gown icon  (for a returning student) or the plus-student icon  (for new student).

I hope that this step-by-step guide has been helpful to you! Please let me know if you have any suggestions for me as to how to improve this registration guide.

Thank you for choosing to join us here at THEE Homeschooling!

Sincerely,

Brett Bowers  
[brett@thee.ca](mailto:brett@thee.ca)

