

Instructions for Registering Your Son and/or Daughter
for Home Education (for **New-to-THEE** Parents)

This registration guide is for parents/guardians

1. who are new to THEE Homeschooling as of the 2024-25 school year (i.e. you were not home educating a child (any of your children) with THEE Homeschooling during the 2023-24 school year) **and**
2. who do not have an active or current parent account in the PowerSchool system of the Elk Island Catholic Schools (EICS) school division. If you already have a parent account in the PowerSchool system of EICS based on having a child
(A) who is/was homeschooling through THEE for the 2023-24 school year, or
(B) who is/was enrolled in a teacher-directed program within EICS for the 2023-24 school year,
then you will not use this registration guide but will use the other registration guide that is for returning parents/students and that is available from THEE's webpage at <https://thee.ca/register/>



- OR -

1. who registered a child with THEE during the 2023-24 school year after the Count Date of September 29th (e.g. mid-year student registrations) and therefore used the PDF versions of the, *Notification Form*, and, *Program Plan*. In this scenario, the parent did not use our online registration system and thereby did not create a parent account within, *School Engage*, **AND**
2. who did not contact us at the office to request (after we registered the student using the PDF documents) that we manually create a parent account within PowerSchool for that parent.

I. For the parent who is NEW to THEE Homeschooling (as defined above)


Side Note: For new-to-THEE students, 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.


- A. Go to <https://eics.schoolengage.ca/#/login> to create your new PARENT account within, *School Engage*.
- B. At the, *School Engage*, sign-in page, click on the, "Create new account?", option.



Sign In
EMAIL
Email
Please enter your email address
PASSWORD
Password
Please enter your password
Forgot password?
Create new account? Sign In

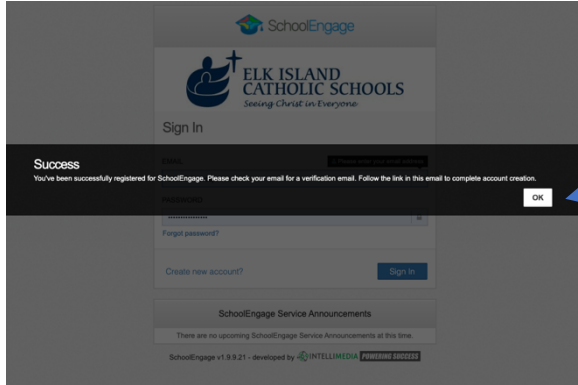
Click here to create your new PARENT account

C. Complete the Registration page


Registration
Prior to logging in for the first time you will be required to activate your account through the notification sent to the email address provided.
brett@thee.ca
brett@thee.ca
.....
I am registering as a:
 Parent / Guardian / Representative
 Mature / Independent Student
Brett Bowers
310 Broadview Road
Sherwood Park Alberta T8H 1A4 Canada
780-467-5511 780-467-5511
Already registered? Register

D. Click on the  button when you have completed the entire page.

E. Assuming all went well, you will now see the following window:

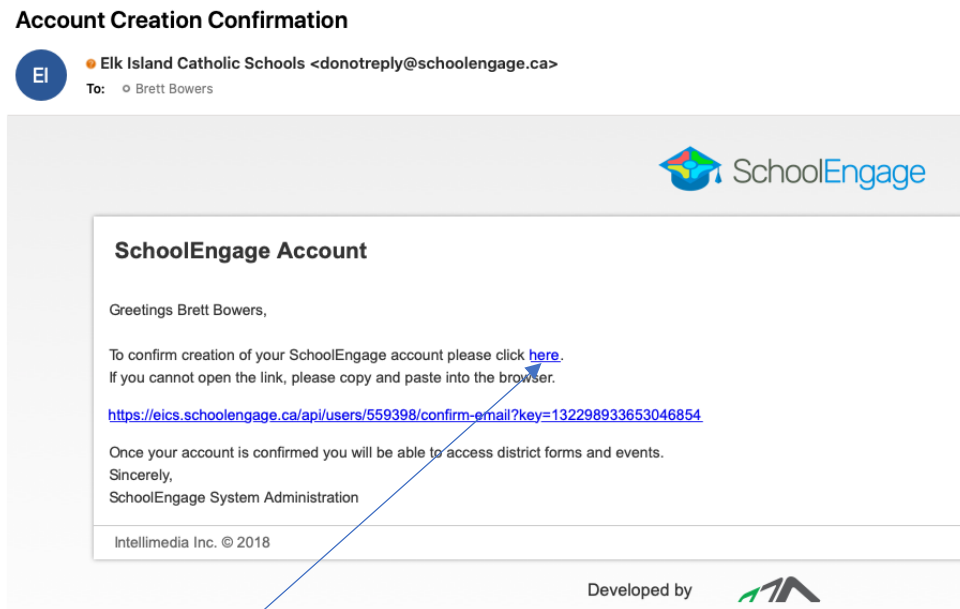


Please click the **OK** button to continue.

Keep this *Sign In* webpage open because you'll return here after you've confirmed the creation of your account.

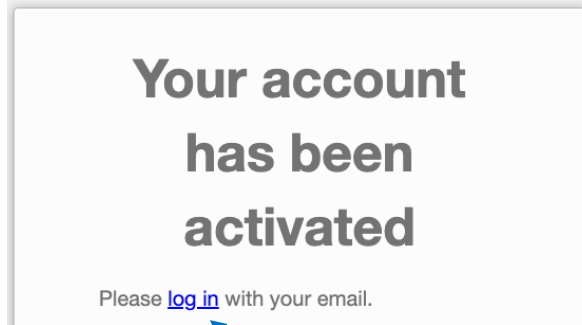
F. Check your email account for an email message which will ask you to confirm the creation of your account.

G. The email message from EICS will look like this:



Click the [here](https://eics.schoolengage.ca/api/users/559398/confirm-email?key=132298933653046854) link to confirm that you were the person who initiated the creation of the parent account.

H. You'll then see the following confirmation webpage and the instruction to continue by clicking the login link:

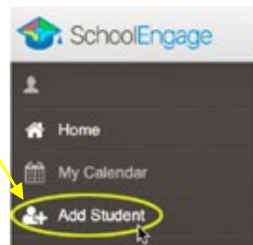
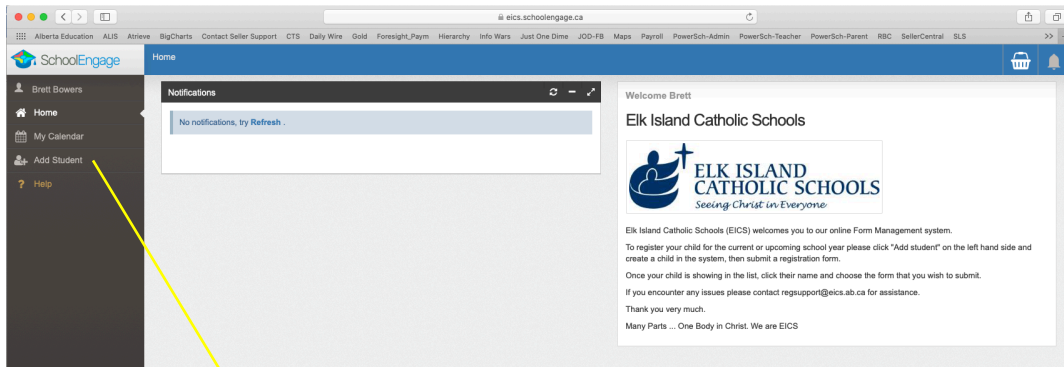


- I. Once you've clicked the [log in](#) link, you'll return to the login webpage where you began at the beginning of the registration guide:

A screenshot of a web browser showing the login page for SchoolEngage. At the top left is the SchoolEngage logo. Below it is the logo for Elk Island Catholic Schools with the tagline "Seeing Christ in Everyone". The page is titled "Sign In". There are two input fields: "EMAIL" with the text "brett@theo.ca" and "PASSWORD" with masked characters. Below the password field is a link that says "Forgot password?". At the bottom left is a link "Create new account?" and at the bottom right is a blue "Sign In" button.

You are now able to log into your newly created parent account for the purpose of adding your child or children to your account.

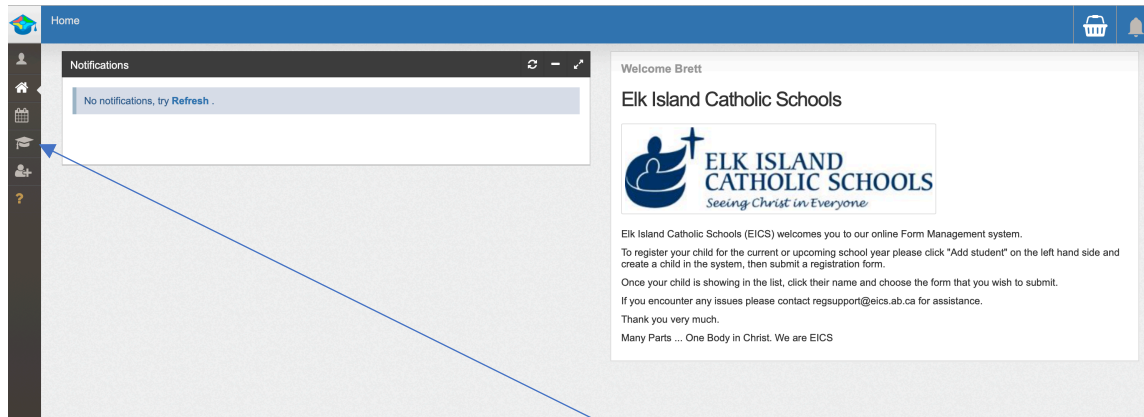
- J. Add your son or daughter to your parent account
 1. Once you've logged into your parent account from the webpage at <https://eics.schoolengage.ca/#/login>, you'll see a window such as the one below. In the left margin, click on the *Add Student* link:




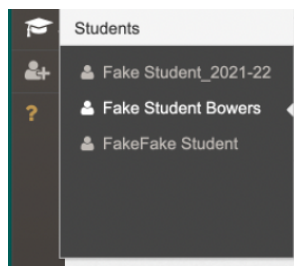
2. Once you've clicked on the *Add Student* link, you'll see a window like the one below:

3. Enter your student's information and then click the *Save* button in the lower right corner.

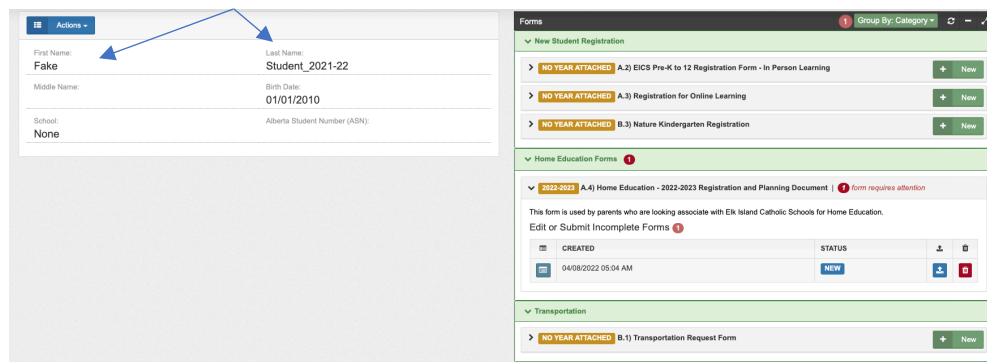
4. You should now be looking at the, “Home”, window of your parent account:



5. Click on or scroll your mouse over the cap-n-gown icon  to see the name(s) of the student(s) who is/are in your parent account.

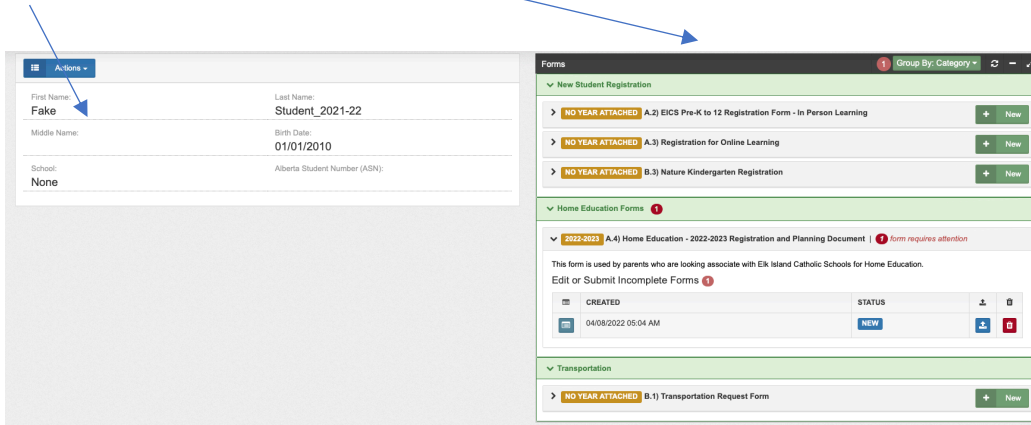


6. Click your mouse arrow on the name of the student whom you want to register with our Home Education program. Once you’ve done that, you’ll see a screen similar to the following one that shows your student’s registration information on the left side of the window:

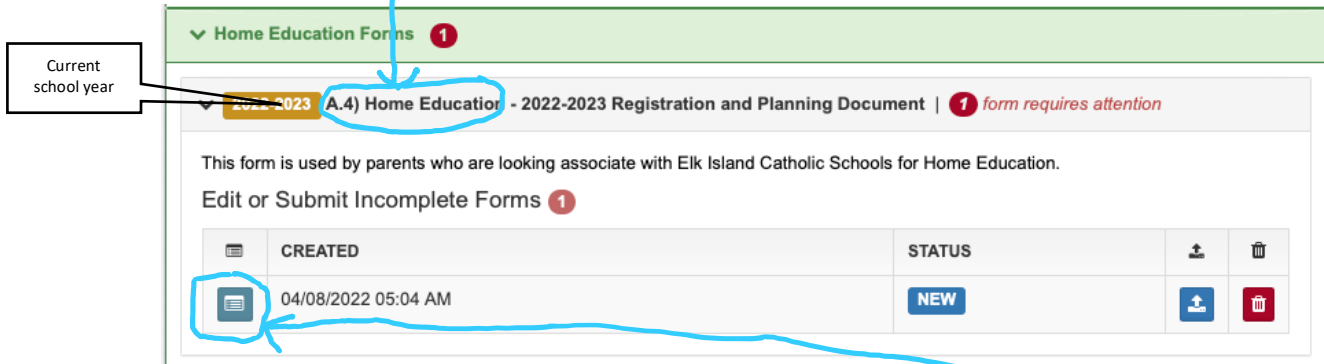


II. Here is where you will start the registration (i.e. "Notification") process

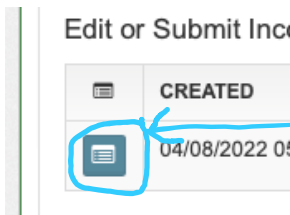
A. With the name of your son or daughter having been chosen and now showing in the left half of the window, look to the right half of the window,



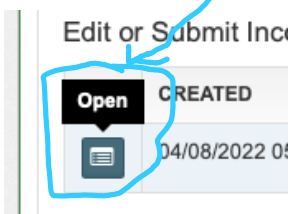
B. and find the, "A.4) Home Education" choice in the list of forms,



C. 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 this icon.



D. You'll now see the first page of the registration process which looks like this:

A.4) Home Education - 2022-2023 Registration and Planning Document

Current school year

STEPS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Welcome to Home Education with THEE and Elk Island Catholic Schools

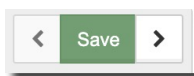
Notice from Alberta Education regarding collection of information

The registration (i.e. “notification”) process will require a bit of time because you’ll be entering the information for both the

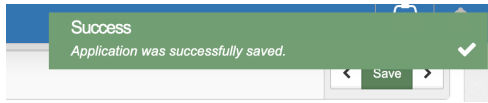
1. Notification Form (Pages 1-4)
2. Education Program Plan (aka, “The Program Plan”) (Pages 5-12). Even though the, “Program Plan”, has eight pages, you’ll see that the process is very intuitive and that we have not tried to save space in presenting the options and choices to you because we are now using 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. Please do not worry about completing the, “Program Plan”, section of the form now if you are not 100% sure of what you will be doing for the upcoming school year; you can modify, enhance, completely change, etc. your plan at any time. At this point in time, your completing the, “Program Plan”, section is more of an administrative function so that we can complete your child’s registration/notification. Once we have registered your child as a Home Education student with our program, we will be able to assign a Home Education Facilitator to you, and she/he will be able to help you develop and/or fine-tune your, “Program Plan”, details.

E. 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:



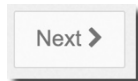
- F. Please NOTE for, “Step 2” , in the information line for, “Home Education School Affiliation”, the only choice that you will have is, “St. Isidore Learning Centre”. The Home Education program is officially a learning program within the St. Isidore Learning Centre; THEE Homeschooling is the informal name of the home education program.

Home Education School Affiliation

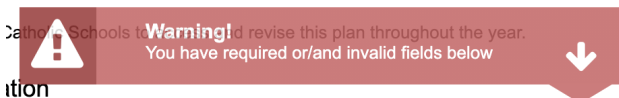
Home Education School Affiliation

St. Isidore Learning Centre

- G. Progress through each page by clicking the, “Next” button, which is in the lower right corner of each page:



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



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

- Students may not apply to a high school principal for high school credits
- Students may not receive an Alberta High School Diploma

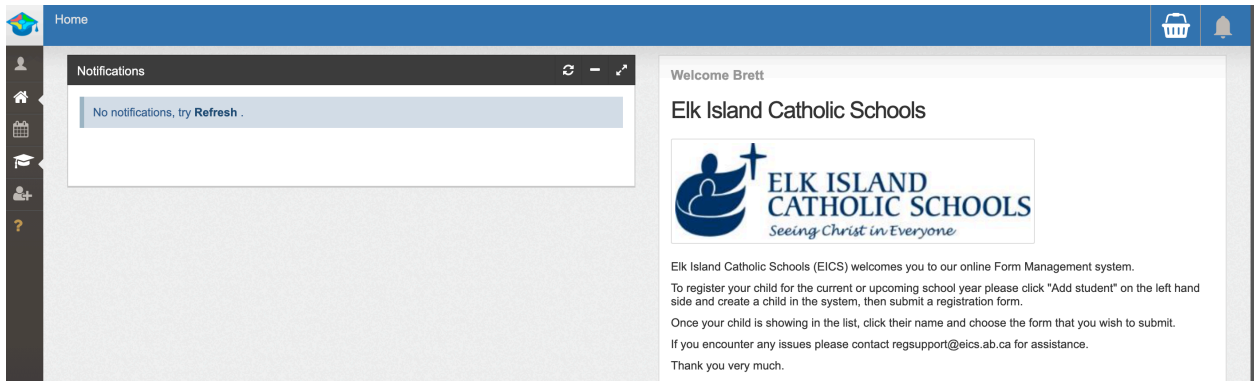
I hereby agree to the above statement and that the information provided on this form is correct and complete. (If paper - please sign)



Today's date

Yes

< Previous Submit

- J. 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.



- K. 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

