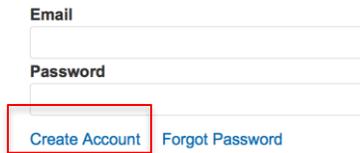


## School Engage Parent Quick Start Steps

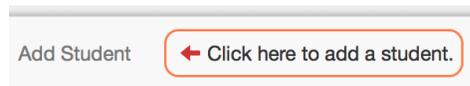
Welcome to School Engage! To make an application for Pre-Kindergarten and/or Kindergarten Registration you will need to do these steps in the following order:

1. Create an account in School Engage from the following link:  
<https://rdcrs.schoolengage.ca>
  - a. Click on **Create Account** and follow the instructions (note that password must be at least 8 characters)



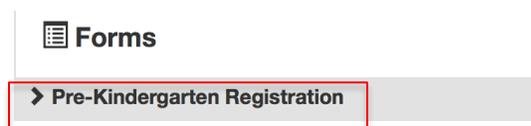
The screenshot shows a login form with two input fields: 'Email' and 'Password'. Below the fields are two links: 'Create Account' and 'Forgot Password'. The 'Create Account' link is highlighted with a red rectangular box.

2. Once logged into School Engage create your child's profile in School Engage.
  - a. Expand the Menu on the left by hitting the arrow on the bottom left corner.
  - b. Click on **Add Student** and follow the instructions (leave ASN number blank as it is not required)



The screenshot shows a button labeled 'Add Student'. To its right is a red-bordered callout box containing a red arrow pointing left and the text 'Click here to add a student.'

3. Upon completing the student profile you will need to go to 'Students' on the left Menu and select your child
  - a. Click on **Pre-Kindergarten or Kindergarten Registration**



The screenshot shows a menu titled 'Forms'. Below the title, the option 'Pre-Kindergarten Registration' is highlighted with a red rectangular box.

2. Click on the '+' symbol to begin your new application



The screenshot shows a list of forms under the heading 'Forms'. There are two entries:

- '> \*\*Test\*\* Kindergarten 2017-2018' with a green '+ New' button.
- '> \*\*Test\*\* Pre-K' with a green '+ New' button.

- c. Proceed with completing the required information. All mandatory fields are outlined in red and you cannot proceed to the next page without entering data in those fields.

**STOP! Please read this important information before proceeding**

This is your child's official Alberta Education record and is a legal document. Please ensure proper spelling and use of upper and lower case letters throughout the form.

Examples:

- Names (i.e. John MacDonald)
- Addresses (i.e. 21 Duncan St. or P.O. Box 21000)
- Postal Codes (i.e. T4N 6N8)
- Comments or statements (i.e. My child has a dietary restriction.)

PLEASE NOTE: Your child must be four (4) years of age by December 31 of the upcoming school year.

I have read and understand the above statement.  
This field is required.

You will be able to upload supporting documents in Step 18. If you do not have the capability to scan and upload documents, please bring hard copy documents to the school of first choice.

- d. Use the forward and backward navigation buttons to advance to the next step or return to a previous step.



- e. Click on **Save** to save the form until the submit function is activated on January 9, 2017.

STEPS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 **26**

### Submit your registration

PLEASE NOTE: The submit button will appear at the bottom of this page starting January 9, 2017 at 8:15 a.m.

Please come back to this page to submit your registration. Once your registration has been submitted, you will be directed to the calendar to schedule your assessment.

If you have not done so, please ensure that the following required documents have been scanned and uploaded in Step 18 of this registration form:

4. If you are using a Chrome Book, you will need to scroll to the bottom of each page to ensure the entire page has been filled in.
5. All required documentation must be scanned into School Engage before any assessments and/or placements can be made. This includes Canadian Birth Certificates, Permanent Resident Cards, Immigration Documentation and any other assessment/medical documentation that is requested by School Engage.
- a. If you are not able to scan in your child's documentation, please contact your child's first school of choice for assistance.