

Student Information Update Form Instructions

You will need to log into PowerSchool via our school website [link](#). You will log in using your parent username and password. If you are unsure of your username or password you will need to call the office so we can reset them for you. Our phone number is 403-343-2568 and we are open 8:00-4:00 weekdays. Once logged into PowerSchool, you will see a small sideways arrow on the top left hand corner. Click on this arrow to see a drop down menu. At the bottom of the menu please click on SchoolEngage. You will then see the incomplete document(s) at the top of the page. The Student Information Update Form is 7 pages long. Please verify all the information is accurate and up to date. If you make changes to a page, please click 'save' before moving to the next page or your changes will be lost. Once complete, please submit the form.

*Please note - The forms can not be found on the PowerSchool app, you will need to log into PowerSchool using a browser.

A few things to keep in mind when reviewing your forms:

Emergency Contacts - Need to be someone we can reach in case of an emergency when parents are not available. We will ALWAYS attempt to contact parents first before moving onto the emergency contacts. Parents, please do not put yourself down as emergency contact.

Cell Phone Numbers - We use SwiftReach to communicate important information to parents and families. These notifications are sent out via text message. If your cell number is listed in the home field instead of the cell number field, you will not be receiving these important communications from our school. When reviewing your Student Information Update Form, please make sure your cell number is listed in the cell number field.

Addresses - You may notice your address abbreviation looks a little different. Ie. Lindman Close is spelled Lindman Clos or Carriage Lane is spelled Carriage Ln this is actually how our system requires addresses to be put in. Please do not 'fix' the abbreviations.