

You should have created a PowerSchool Parent Portal (PS PP) account, which is now accessed by clicking on the PowerSchool badge from our website:

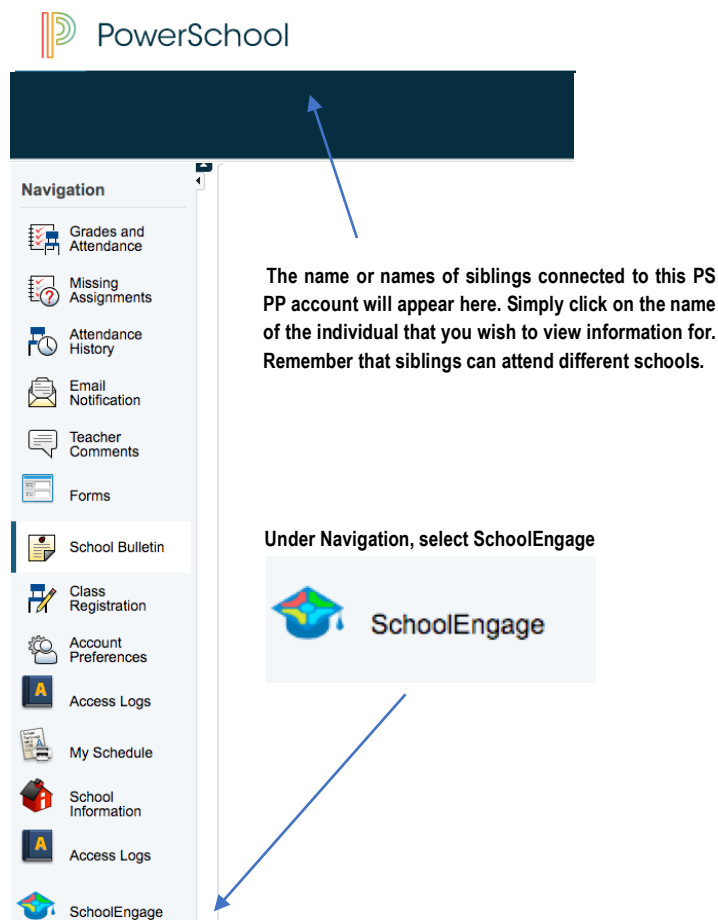


or by typing the following URL into the address bar of your internet browser:

<https://ps.rockyview.ab.ca/public>

A link to the PS PP can also be found on our school website (select the **Parents tab** then click on the **Powerschool Parents/Students viewlet**).

Once you have logged into PowerSchool, please select SchoolEngage



The name or names of siblings connected to this PS PP account will appear here. Simply click on the name of the individual that you wish to view information for. Remember that siblings can attend different schools.

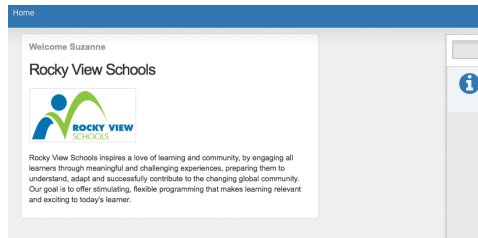
Under Navigation, select SchoolEngage

Click on the bell with a red number, to see your outstanding items:



Updating Demographics in SchoolEngage

Once you select the bell, you will see any incomplete forms. Please select each student with an incomplete form.

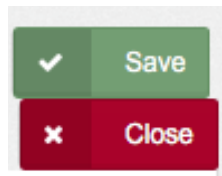
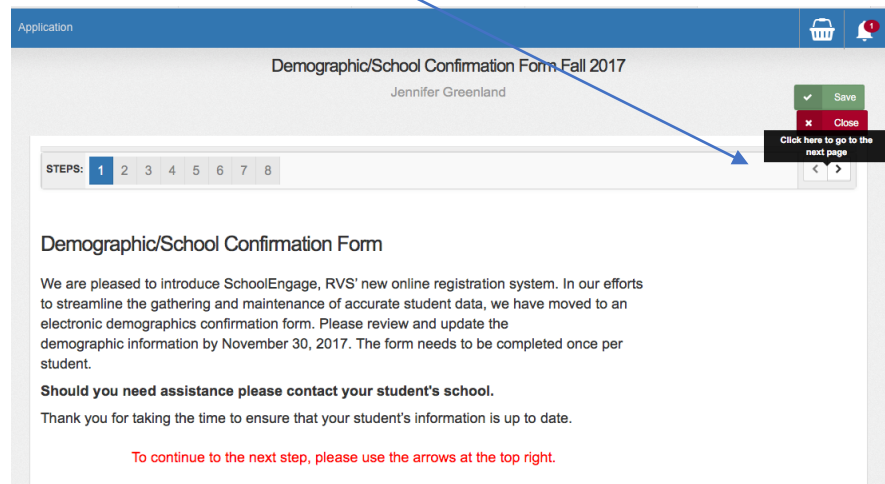


Notifications (1)

Incomplete forms

Student Name has incomplete form.

Please note that you must use the arrows on the top of the screen to navigate to each page. Please make sure to confirm all data on all 8 pages, and click on the green save icon for each page that changes are entered.

Application

Demographic/School Confirmation Form Fall 2017

Jennifer Greenland

STEPS: 1 2 3 4 5 6 7 8

Demographic/School Confirmation Form

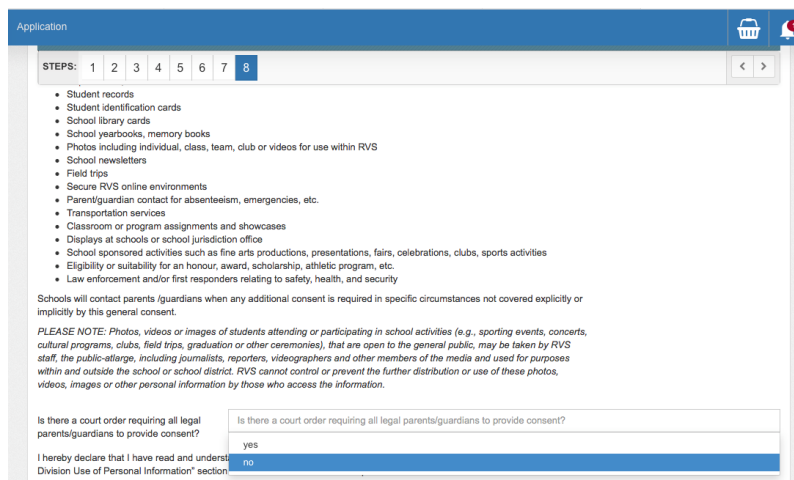
We are pleased to introduce SchoolEngage, RVS' new online registration system. In our efforts to streamline the gathering and maintenance of accurate student data, we have moved to an electronic demographics confirmation form. Please review and update the demographic information by November 30, 2017. The form needs to be completed once per student.

Should you need assistance please contact your student's school.

Thank you for taking the time to ensure that your student's information is up to date.

To continue to the next step, please use the arrows at the top right.

Page 8 has 2 drop down menus where you must make selections before you can save the page and submit the changes. The first drop down is a YES or NO.



Application

STEPS: 1 2 3 4 5 6 7 8

- Student records
- Student identification cards
- School library cards
- School yearbooks, memory books
- Photos including individual, class, team, club or videos for use within RVS
- School newsletters
- Field trips
- Secure RVS online environments
- Parent/guardian contact for absenteeism, emergencies, etc.
- Transportation services
- Classroom or program assignments and showcases
- Displays at schools or school jurisdiction office
- School sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities
- Eligibility or suitability for an honour, award, scholarship, athletic program, etc.
- Law enforcement and/or first responders relating to safety, health, and security

Schools will contact parents /guardians when any additional consent is required in specific circumstances not covered explicitly or implicitly by this general consent.

PLEASE NOTE: Photos, videos or images of students attending or participating in school activities (e.g., sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), that are open to the general public, may be taken by RVS staff, the public-at-large, including journalists, reporters, videographers and other members of the media and used for purposes within and outside the school or school district. RVS cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information.

Is there a court order requiring all legal parents/guardians to provide consent?

yes

I hereby declare that I have read and understand the Division Use of Personal Information section

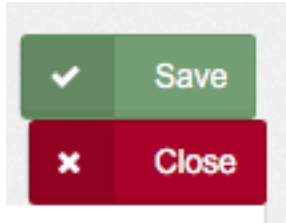
no

The second selection requires you to click on the word YES



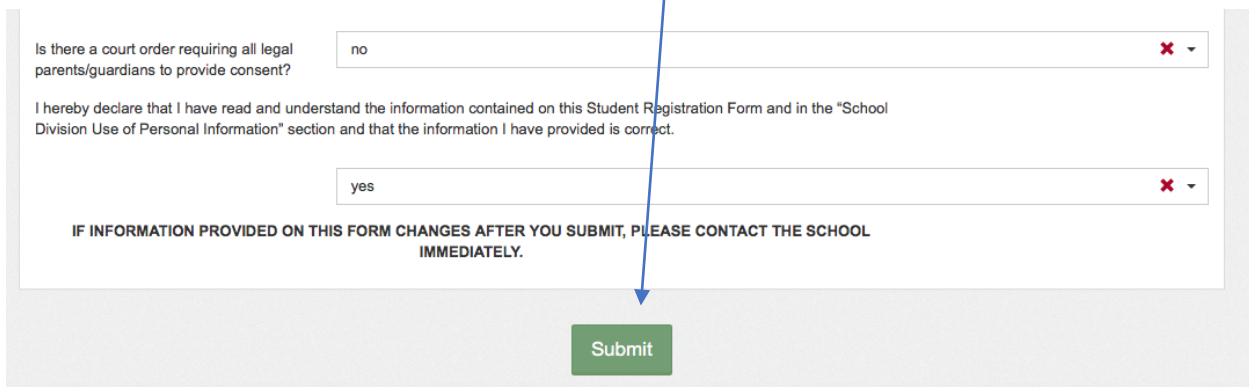
A screenshot of a dropdown menu. The menu is open, showing a list of options. The option 'yes' is highlighted in blue. A blue arrow points from the text above to the 'yes' option.

Once you have made both selections, click on the green save at the top



A screenshot of a modal window. It contains two buttons: a green 'Save' button with a checkmark icon and a red 'Close' button with an 'x' icon. A blue arrow points from the text above to the 'Save' button.

Once you have saved page 8 selections, click on SUBMIT



A screenshot of the final form page. It contains two dropdown menus. The first dropdown menu is labeled 'Is there a court order requiring all legal parents/guardians to provide consent?' and has 'no' selected. The second dropdown menu is labeled 'I hereby declare that I have read and understand the information contained on this Student Registration Form and in the "School Division Use of Personal Information" section and that the information I have provided is correct.' and has 'yes' selected. Below the dropdown menus is a green 'Submit' button. A blue arrow points from the text above to the 'Submit' button.

Please remember to click on the bell to view Notifications for any other outstanding documents required for your other students.