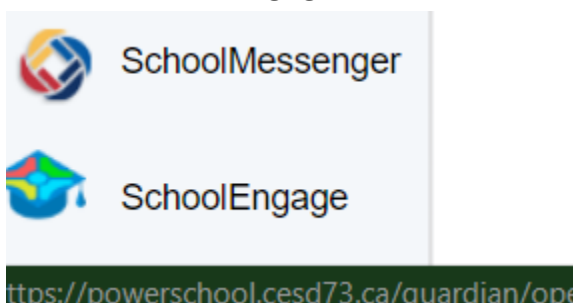


Annual Demographic Forms have been issued! This year, the forms may be completed on a mobile device (YAY!), but they are still simpler to complete on a traditional computer/laptop. If you have any questions or problems, please contact Sarah at spaulsen@cesd73.ca or 403-556-4038. Feel free to reference this instruction sheet as well!

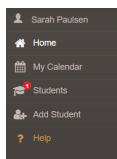
NOTE: These forms are required to be completed each and every year as they serve as our registration form. Please ONLY make changes to your child's address if it is incorrect or you have moved.

Computer Instructions:

- 1) Click the link for the PowerSchool Parent Portal
- 2) Click School Engage on the lower left hand side:



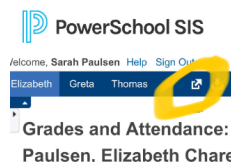
- 3) Click on Students or incomplete forms:



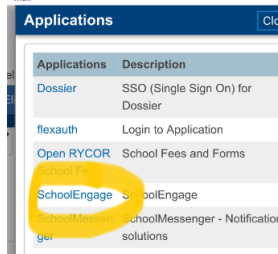
- 4) Verify all information on the form.
- 5) **PLEASE NOTE: the form defaults to FOUR Guardians. If there are fewer guardians in your child's life, please click "NO" to remove the additional fields.**
- 6) Submit.

Mobile Instructions:

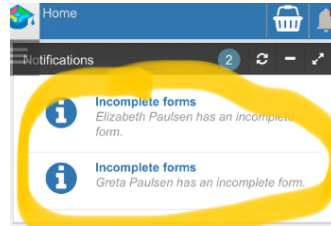
- 1) Click the link for the PowerSchool Parent Portal



- 2) Click the following icon in the top right corner:



3) Click on School Engage:



4) Click on Incomplete Forms:

5) Complete the forms! Again, please only make changes if there is a mistake or an update. The form will default to 4 guardians, so just select “No” to additional guardians once you have completed the necessary information.

*These forms are **DUE** back on September 15, 2022.*

Thank you for your cooperation in verifying our records!