Submitting Student Forms through SchoolEngage

Registering a new student

In SchoolEngage, you can register a new student for an EICS school by doing the following steps:

1) Click the "Add Student link ( ) to add a new student into SchoolEngage. Fill in their name/age info
2) After the new student is created, they still need to be registered for a school. Click their name on the left and use the appropriate registration form to register them for the program you want.
Note: EICS currently offers in-person learning, online learning and Home Education supports. Please ensure that you choose the correct form for your intended program.

*Please note that until you have submitted a registration form, the school cannot see the student you have created.

### Data Verification/Demographic Update forms

Every year, EICS is required by Alberta Education to receive at least one updated copy of a student's demographic information. If a student is a brand new registrant, their registration form acts as this document. For all students already attending Elk Island Catholic Schools, while we do not need a new registration each year, we do require a Data Verification form.

Additionally, we recognize that students may have their information change throughout the year - they may move, get a new phone number, need new emergency contacts identified, etc.

It is for this reason that the Demographic Validation form exists.

If you have received an email or other message from a school requesting that you fill out a demographic validation form, OR if you need to notify the school of a significant change to your child's information, please do the following:

1) Log into PowerSchool (as described above) and click "SchoolEngage Student Forms"
2) Click the graduation hat icon (or the students link) on the left hand side to view your existing children.
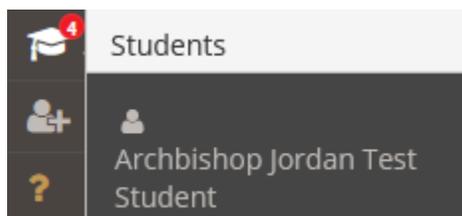
3) Click on one of the children in the list
4) Click on the demographic form:
   a) If it has a red icon, it already exists and needs your attention to complete

> `2021-2022` **A.9) 2021-2022 Demographic Confirmation/Update Form** | 🔴 *1 form requires attention*   **+ New**

   b) If you need to create a new one, click "New" to create a new one.
5) Fill out the information on the form, then ensure you click "Submit" on the final page. If it went through properly you'll receive a confirmation on screen and in email.

Medical Status Update/Request for Medical Treatment

While a standard registration form allows for a quick one-liner regarding any medical conditions a student may have, additional followup is required for severe conditions or conditions where prescription medication at school may be required.
If a student has a severe medical condition which requires action on the part of the school, you can submit a medical form.

Using this form you can do the following:

1) Provide extensive details regarding a student with a life threatening condition which a school may use to form a Medical support plan
2) Provide details regarding either
   a) Prescription medication that the student or school needs to store on site, or
   b) Any actions the school may need to take or assist a student with during the school day or in the event of an emergency

A new form is required each year. To submit a form do the following:

1) Log into PowerSchool (as described above) and click "SchoolEngage Student Forms"
2) Click the graduation hat icon (or the students link) on the left hand side to view your existing children.
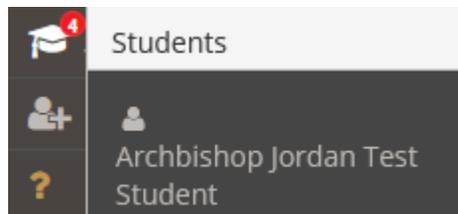
3) Click on one of the children in the list
4) Click "New" beside the Medical Status Update/Request for Medical Treatmenet form

> `NO YEAR ATTACHED` **B.2) Medical Status Update / Request for Medical Treatment**   **+ New**
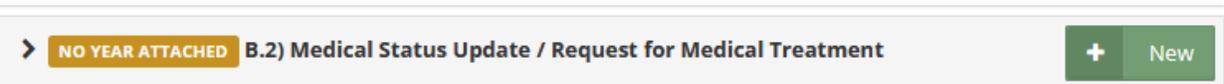
You will need to fill out a **new** form each year to keep information and medications up to date.