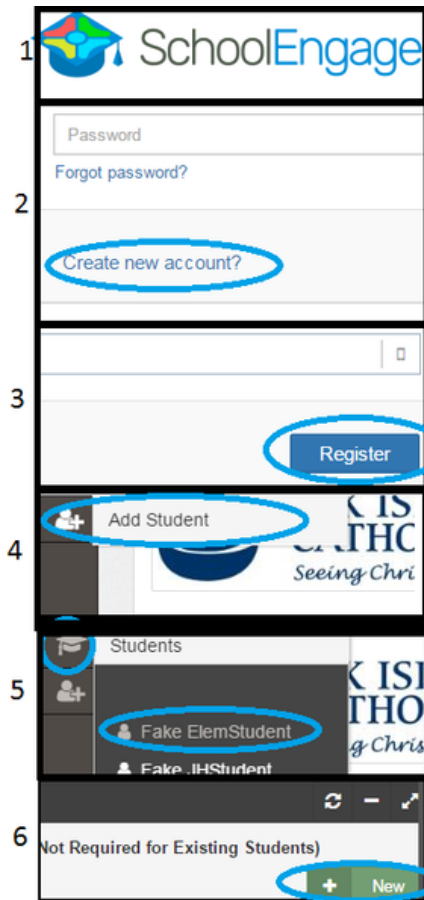


Registration Steps for Families New to EICS

If your family is new to EICS, you must first create a SchoolEngage account in order to register students who are new to EICS. Please use the following steps to register:



1. Go to <https://eics.schoolengage.ca/#/login>.
2. If you have not yet created an account, click "Create new account?"
3. To finish creating a new account, enter the required information and click "Register".

Note: A valid email address will be required to complete the sign-up procedure

4. Once you have registered, log into SchoolEngage and click the "Add Student" button to add a new student, then fill in their information.

Important: all fields other than the ASN are required. The school will fill in the ASN itself after registration is complete.

5. Click the Graduation Hat icon and choose the student you added to see a list of forms.
6. Click "New" beside the registration form.

Note: Once you add a new student, you will have access to register a child for Kindergarten using the "A.2) EICS Pre-K to 12 Registration Form - In Person Learning"

form.

To complete the form successfully, you'll also need to ensure that you have a copy of the child's citizenship documentation (e.g. Canadian Birth Certificate, Permanent Residence Card, Student Study Permit, etc.). For students who are not Canadian citizens, we are also required to maintain parent documentation on file (e.g. Permanent Residence Card, Work Permit, etc.)

Once your child is registered with the district, they will automatically be added to your PowerSchool account.

Once you have completed registration, the school will typically follow up within two weeks outside of the summer months.