

## New GPPSD Families – Applying for a Program of Choice - Instructions



For students enrolling in a GPPSD School for the First time or who are not currently attending a GPPSD School

For applying to have your child attend a Program of Choice

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## New Family to GPPSD – Applying for a Program of Choice

### Preschool and Kindergarten to Grade 12

This information is for Parents/Guardians who are a New Family to Grande Prairie Public School Division (GPPSD) and wishing to enroll a child in a school in the Grande Prairie Public School Division and into a Program of Choice.

Instructions are how to apply for a Program of Choice as part of the ‘New Student Registration Form.’

**These instructions will take into account that you have already created your SchoolEngage Account, ‘Added Student’ and are ready to Select, and complete the ‘New Student Registration Form’ for the correct school year.**

- see step-by-step instructions to [Create your SchoolEngage Account](#)
- see step-by-step instruction [New Family to GPPSD – Register your Child](#)
- see more information about [Programs of Choice](#)
- see more information about [Schools of Choice](#)

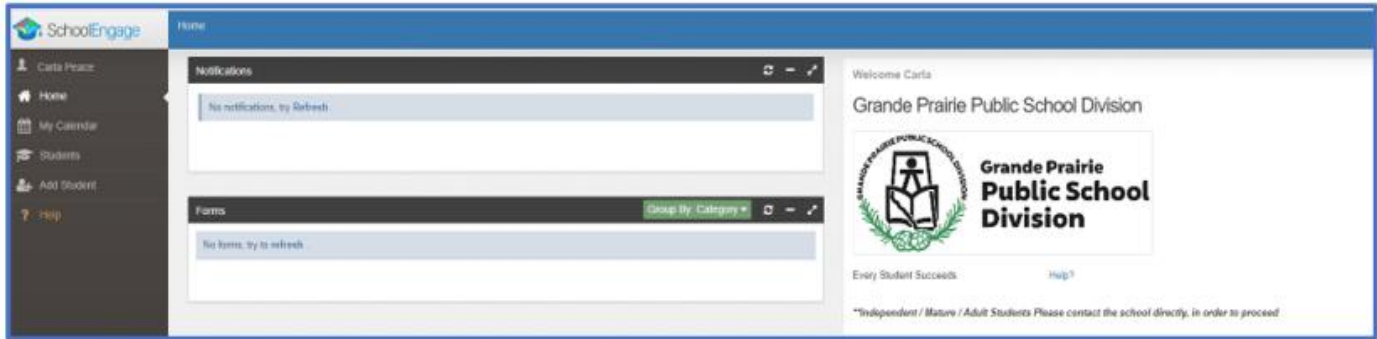
If you are looking for Christian Programming, see [New Family Registering a Child in Christian Programming Instructions](#)

**Visit SchoolEngage on the web - <https://gppsd.schoolengage.ca/#/login>**

### Sign in to your SchoolEngage Account

A screenshot of the SchoolEngage login interface. At the top, the SchoolEngage logo is on the left, and the Grande Prairie Public School Division logo and name are on the right. Below this is a "Sign In" section with an "EMAIL" label and a text input field containing "Email". A red error message "Please enter your email address" is displayed above the field. Below the email field is a "PASSWORD" label and a text input field containing "Password". A "Forgot password?" link is located below the password field. At the bottom of the form, there is a "Create new account?" link, an "OR" separator, and a blue "Sign In" button. Below the button is a "Sign in with PowerSchool" option with a PowerSchool logo.

## SchoolEngage Home Page

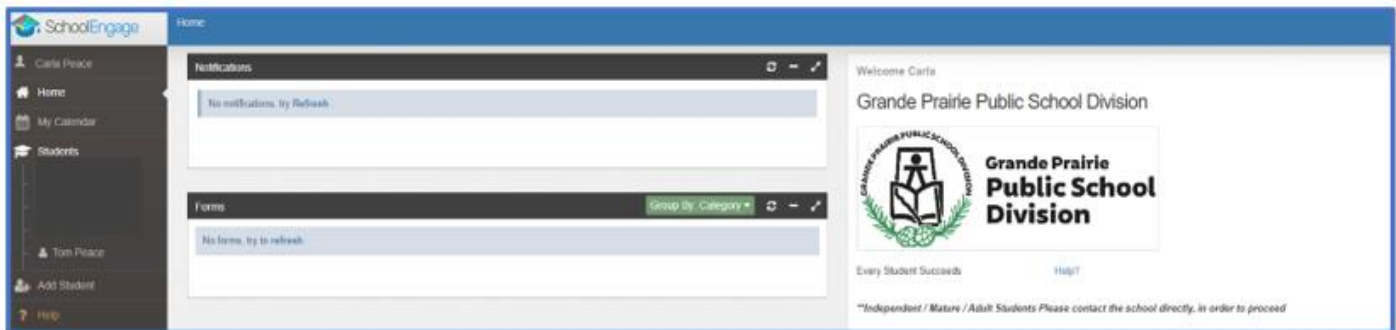


## Student Selection

On the left Navigation Menu select 'Students'

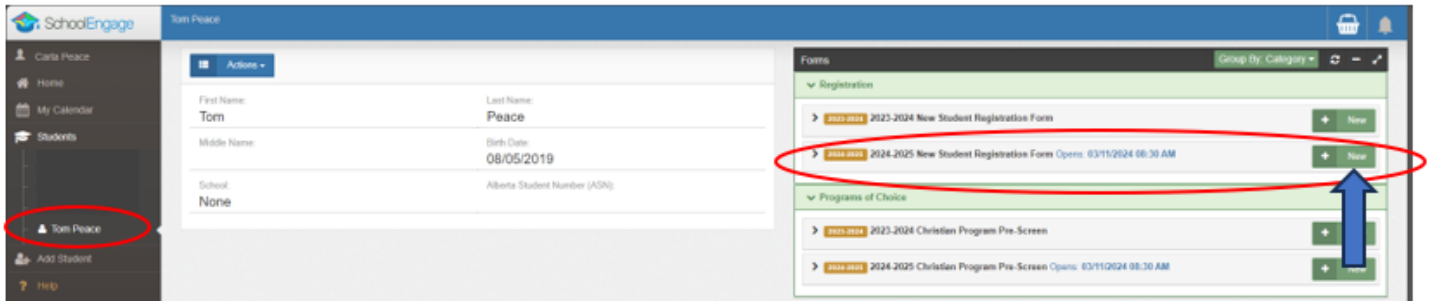


This is the list of all the students attached to your account, select the student you need submit the form for.

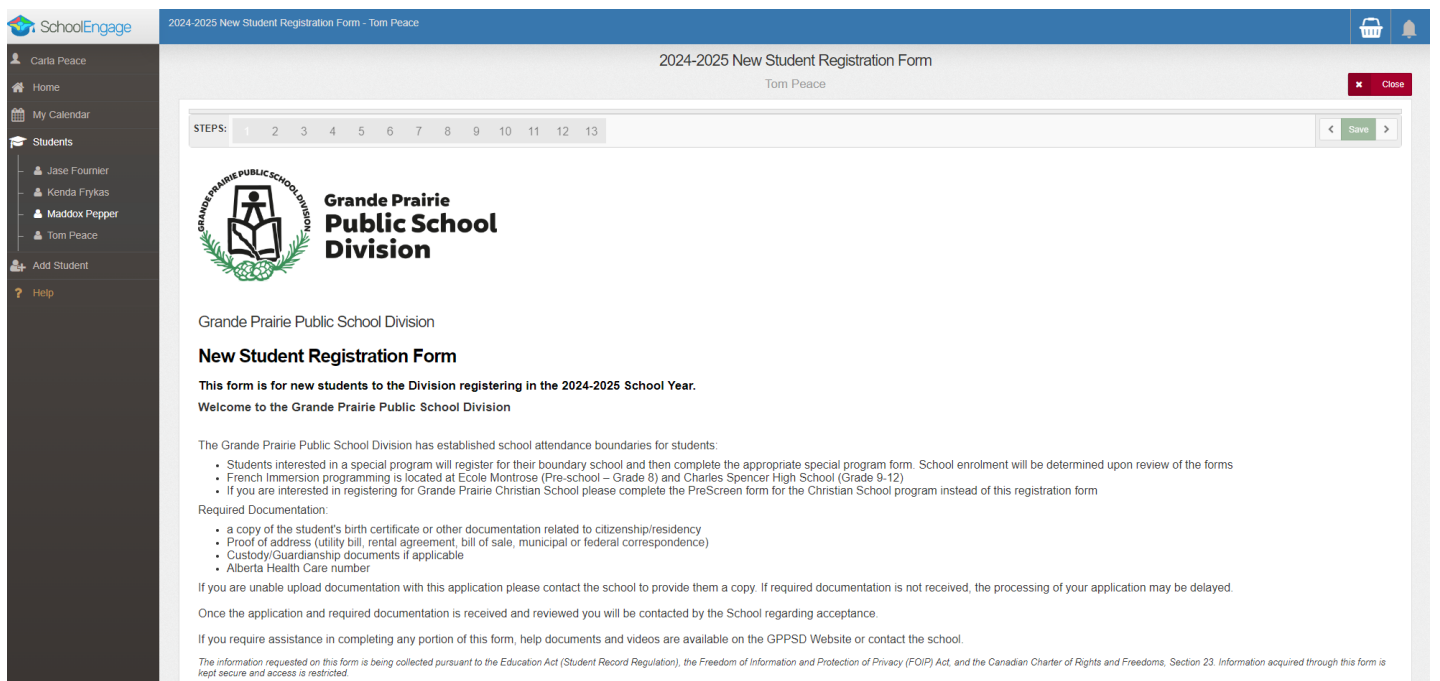


## Creating or Prepopulating the New Student Registration Form

Select the student in the list that you wish to complete the form for and click the green 'New' button to start the form (ensure you select the correct school year form)



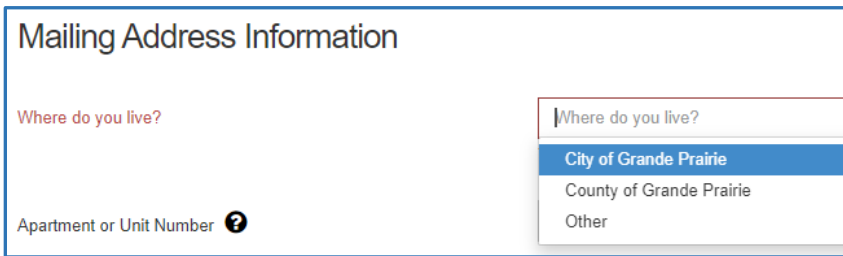
## Add your child's information to the form



**Page 1 – Student Information** - add all the information to this page click 'Next' at the bottom of the page

## Page 2 – Address Information, School and Program of Choice

### Mailing Address Information



Mailing Address Information

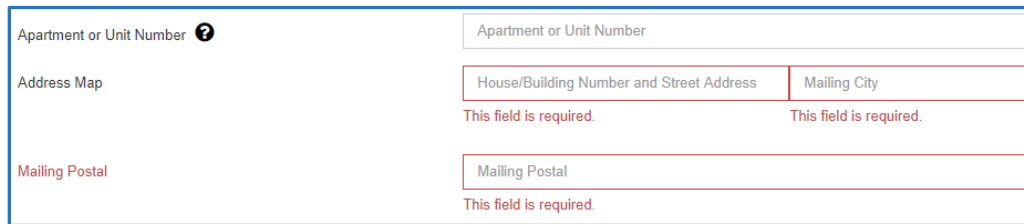
Where do you live?

Apartment or Unit Number ?

Where do you live?

- City of Grande Prairie
- County of Grande Prairie
- Other

The first question in the address information will ask “Where Do you live?” The drop-down box will indicate your choices



Apartment or Unit Number ?

Address Map

Mailing Postal

Apartment or Unit Number

House/Building Number and Street Address

Mailing City

This field is required.

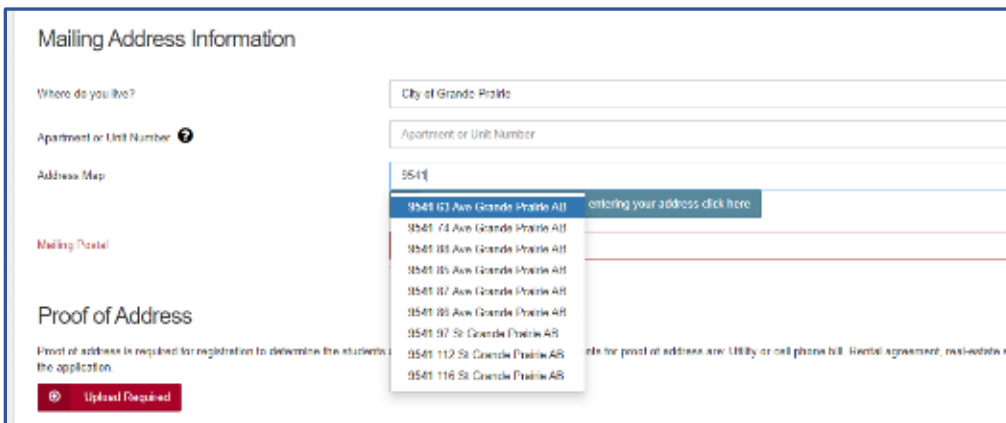
This field is required.

Mailing Postal

This field is required.

Enter your apartment or unit number if you have one.

In the Address Map box start typing your address



Mailing Address Information

Where do you live?

Apartment or Unit Number ?

Address Map

Mailing Postal

Proof of Address

City of Grande Prairie

Apartment or Unit Number

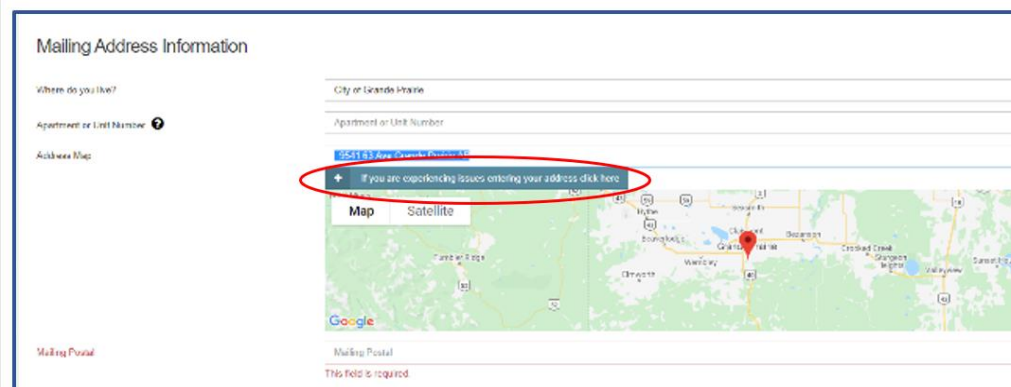
9541

- 9541 (7) Ave Grande Prairie AB
- 9541 74 Ave Grande Prairie AB
- 9541 88 Ave Grande Prairie AB
- 9541 85 Ave Grande Prairie AB
- 9541 87 Ave Grande Prairie AB
- 9541 86 Ave Grande Prairie AB
- 9541 97 St Grande Prairie AB
- 9541 112 St Grande Prairie AB
- 9541 116 St Grande Prairie AB

entering your address click here

Upload Required

A drop-down box will appear choose your address.



Mailing Address Information

Where do you live?

Apartment or Unit Number ?

Address Map

Mailing Postal

City of Grande Prairie

Apartment or Unit Number

9541

9541 (7) Ave Grande Prairie AB

entering your address click here

Map Satellite

Mailing Postal

This field is required.

If your address doesn't appear, click the blue box to override the Map. This may happen if you have chosen “live in” the County and have a County address

If you are experiencing issues entering your address click here

Override

Mailing Address: 714042 Range Road 72

Mailing City: CO OF GP NO. 1

Mailing Province: Alberta

Cancel Save

Click the Override box enter your address and then click Save

Where do you live? County of Grande Prairie

Apartment or Unit Number: 18

House/Building Number and Street Address: 714042 Range Road 72

Mailing City: County of Grande Prairie No. 1

Mailing Province: Alberta

Mailing Postal: T8W 5R2

(any County Addresses or rural city addresses please put your house number in the unit number then your Range Road or Township Road in the Building number and Street address)

Proof of Address

Proof of address is required for registration to determine the students designated school. Acceptable documents for proof of address are: Utility or cell phone bill, Rental agreement, real-estate sales agreement. Documents must contain the parents name and the address on the application.

**Upload Required**

I do not have proof of address at this time

Proof of Address is required, please upload one of the acceptable documents. If no document is available at this time, the box can be clicked “I do not have proof of address at this time”, but your application will not be accepted until this document is received.

Physical Address (only fill in if different than Mailing Address)

Physical Address: Physical Address

Physical City: Physical City

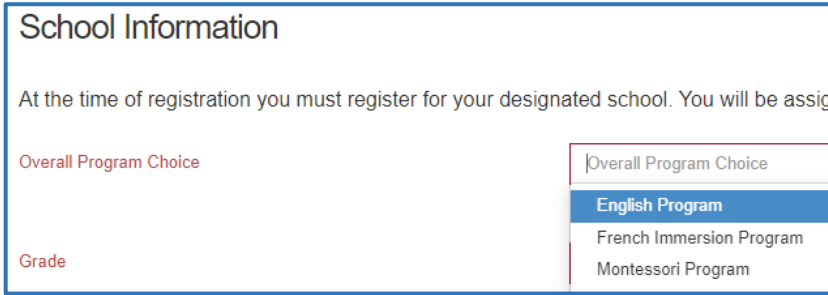
Physical Province: Physical Province

Physical Postal: Physical Postal

Physical address is required if your mailing address is a PO Box, or different from your mailing address.

## School Information

At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections.



The screenshot shows a registration form titled "School Information". It contains a text area with the instruction: "At the time of registration you must register for your designated school. You will be assigned forms for any special programs you require based on your selections." Below this are three input fields: "Overall Program Choice", "Grade", and "Designated School". The "Overall Program Choice" dropdown menu is open, showing three options: "English Program" (highlighted in blue), "French Immersion Program", and "Montessori Program".

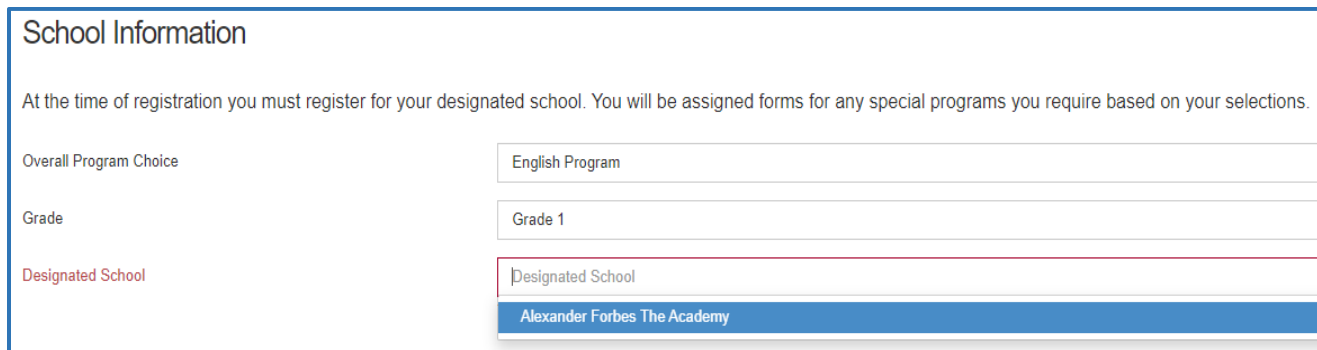
Select your Overall Program Choice.

- English Program

School of Choice Selections – instructions will be slightly different – see our School of Choice step-by-step document for more support.

- French Immersion Program
- Montessori Program

Based on your Overall Program Choice, your address and grade the boundary school will be your only available choice of Designated School



The screenshot shows the same registration form as above, but with selections made. The "Overall Program Choice" field is set to "English Program". The "Grade" field is set to "Grade 1". The "Designated School" dropdown menu is open, showing "Alexander Forbes The Academy" as the selected option, highlighted in blue.

Those interested in Programs of Choice must register at the student's Designated School. Only programs available to students (based on their grade) will show on the registration form.

Once the 'New Student Registration Form' is submitted, this form it will be forwarded to the Program of Choice School.

For all programs of Choice other than Academy, there is no separate application form for the program. The Academy Application Form will follow after submission of the registration form.

The Program of Choice School will then be in contact to follow up on your child's application.



## **Programs of Choice:**

- KinderPAL (Kindergarten)
- Late Entry French Immersion (for students going into Grade 5)
- Academy (Grade 4 to 12 students, Hockey, Soccer, Dance and Golf)
- Academy Athletics (Grade 4 to 12 students)
- STEM Learning (Kindergarten to Grade 8)
- Music Program Grade 5-8
- International Baccalaureate Prep (Grade 9 & 10)
- International Baccalaureate Diploma Programme (Grade 11 & 12)
- Apprenticeship Program (Cosmetology / Automotive) (Grade 11 & 12)

\*Derek Taylor Public School is our only school that offers, KinderPAL, Academy, STEM and Music Program Grade 5-8. Other schools do have some combinations of Programs of Choice, check your school website under Programs of Choice to see what opportunities are available.

### Programs of Choice

Grande Prairie Public School Division offers a variety of Programs of Choice for all ages. In many cases specific schools host specific programs of choice, so students may have to transfer from their neighbourhood boundary school to the school that offers the Program of Choice they are interested in. Program offerings are dependent of meeting minimum enrollment numbers.

## STEM Learning – Kindergarten to Grade 8

STEM Learning is offered at Crystal Park School, Derek Taylor Public School and Hillside Community School. Students that are outside of boundary for these can transfer to one of these schools for STEM Learning, there is no transportations for students that are outside the school boundary.

To apply for you child to apply to attend STEM Learning check the box, **‘I would like to apply for my child to attend STEM Learning (Science, Technology, Engineering, Math)’**

STEM Learning - Kindergarten to Grade 8

STEM Learning is hosted at Crystal Park School, Derek Taylor Public School, and Hillside Community School.  
There is no separate application form for the program, the child's registration will be forwarded to your STEM Learning School of Choice. The school will then be in contact to follow up on your child's application.

**Transportation**  
Any student attending a school outside their neighbourhood boundary school, will be responsible for their own transportation.

**Program Fees**  
There are no program fees associated with STEM Learning, but there may be an Option Fee charge for Grade 7 and 8 students.  
For more information visit STEM Learning | Grande Prairie Public School Division ([gppsd.ab.ca](http://gppsd.ab.ca))

I would like to apply for my child to attend STEM Learning School (Science, Technology, Engineering, Math).

If your child is out of the boundary for one of the STEM Learning Schools, select your school that you would like to have your child attend for STEM Learning

STEM Learning School Choice

STEM Learning School Choice

- Crystal Park School
- Derek Taylor Public School
- Hillside Community School

Continue to complete the rest of the form.

**KinderPAL** - KinderPAL is an early learning program of choice for kindergarten-age students, located in select GPPSD schools. Programs is offered at schools that receive sufficient registration.

To apply for you child to apply to attend KinderPAL check the box, 'I want to register my child in the fee-based KinderPAL Program'

**KinderPAL Programming**

KinderPAL is an early learning program of choice for kindergarten-age students, located in select GPPSD schools. Programs will be offered at schools that receive sufficient registration. The program provides **full-day – all day learning where a child has regular kindergarten programming for half of their time and the other half is the fee based KinderPAL experience; play and learn.** Students attendance would follow the school's regular bell schedule and Division calendar. Program fee is \$350/month.

I want to register my child in the fee-based KinderPAL Program

Please let us know if you are willing to move your child to a school that will be hosting KinderPAL if your boundary school is unable to host the program due to low enrollment.

I am willing to move my child to another school to attend KinderPAL if my school does not receive enough registrations in the KinderPAL program.

I am willing to move my child to another school to attend KinderPAL if my school does not receive enough registrations in the KinderPAL program.  This field is required.

## Complete the **KinderPAL Registration Agreement**

**KinderPAL Registration Agreement**

As the parent/guardian interested in registering your child for the KinderPAL Program I understand:

- This is a fee-based program and I will be assigned a KinderPAL Fee Agreement form once my child's registration is approved. I agree to pay all fees. Program fee is \$350/month.
- The regular Kindergarten and KinderPAL student supply list will be shared with families prior to summer break.
- Students who live within the school boundary may be eligible for busing.
- If my child is attending Kindergarten and the KinderPAL program outside of my designated neighbourhood Boundary School:
  - my child will be returning to my designated neighbourhood Boundary School for Grade 1
  - I will be responsible for all transportation to and from school
- The KinderPAL program will follow the Division's Calendar and the school's regular start and end times.
- If the KinderPAL program at my chosen site does not have sufficient registration to offer the program, the Division will reach out to discuss other available sites or to register my child for regular Kindergarten programming at my designated GPPSD neighbourhood Boundary School.
- KinderPAL, being an all day – every day program may not be a fit for all students. As part of the registration process, the school may reach out to discuss if this program will meet your child's needs. The first two weeks of the program will be on a trial basis. If it is determined that KinderPAL is not a fit for your child, you will be reimbursed your remaining fee balance.

Parent / Guardian Electronic Signature

By entering your name in this field, you are agreeing to the terms above.

Signature Date

This field is required.

Select the **Kindergarten Program Choices** so the school can try to accommodate your selection if you choose not to attend KinderPAL or KinderPal isn't offered and you do not want to move to a different school.

**Kindergarten Program Choices**

Please indicate your further choices, if KinderPAL programming isn't offered.

Program Choice #1

This field is required.

Program Choice #2

This field is required.

Continue to complete the rest of the form and Submit.

## Music Program Grade 5 to 8

Music Grade 5-8 Programming is hosted at Aspen Grove School, Derek Taylor Public School, École Montrose, I.V. Macklin Public School and Roy Bickell Public School.

Students that are outside of boundary for these can transfer to one of these schools for STEM Learning, there is no transportations for students that are outside the school boundary.

To apply for you child to apply to attend Music Program Grade 5-8 check the box, **'I would like to apply for my child to attend the Music Program Grade 5-8 in a Music Program School'**

Music Program Grade 5 to 8

Music Grade 5-8 Programming will be hosted at Aspen Grove School, Derek Taylor Public School, École Montrose, I.V. Macklin Public School and Roy Bickell Public School.  
There is no separate application form for the program, the child's registration will be forwarded to your Music Program School of choice. The school will then be in contact to follow up on your child's application.

**Transportation**  
Any student attending a school outside their neighbourhood boundary school, will be responsible for their own transportation.

**Program Fees**  
There are no program fees associated with the Music Program Grade 5-8, but there may be option fees or a charge for instrument rentals.  
For more information visit <https://www.gppsd.ab.ca/programs-of-choice/music-program-gr-5-8>

I would like to apply for my child to attend the Music Program Grade 5-8 in a Music Program School.

**Select your Music Program School** from the drop down list, your child will be transferring to the school that you choose for them to attend if they do not attend one of these schools.

Music Program Grade 5-8 School Choice

Music Program Grade 5-8 School Choice

- Aspen Grove School
- Derek Taylor Public School
- École Montrose
- I.V. Macklin Public School
- Roy Bickell Public School

If you currently attend a music program school, you will be unable to attend any other music program school.

Continue to complete the rest of the form and Submit.

## Late Entry French Immersion (Grade 5)

Late Entry French Immersion is hosted at École Montrose, offering a program for any student entering Grade 5, wanting to learn a second language without any previous French language learning experience. All applications are processed in order of receipt, as space in the program is limited. In order to complete the registration process applicants will be contacted to set up an interview.

Students approved to attend the Late Entry French Immersion Program will transfer to École Montrose there is transportations for students within the City of Grande Prairie boundary that meet the distance requirement of further than 2.4 km from the school.

To apply for you child to apply to attend Late Entry French Immersion check the box, **'I would like to apply for my child to attend Late Entry French Immersion'**

Late Entry French Immersion - Grade 5

Late Entry French Immersion is a program for any student entering Grade 5, wanting to learn a second language without any previous French language learning experience. All applications are processed in order of receipt, as space in the program is limited. In order to complete the registration process applicants will be contacted to set up an interview.

For more information visit [Late Entry French Immersion on the École Montrose School Website](#)

I would like to apply for my child to attend Late Entry French Immersion

Continue to complete the rest of the form and Submit.

## The Academy (Grade 4 to 12)

The Academy has two main branches: Skills Academy (Hockey, Dance, Soccer, Golf) and Academy Athletics (multi-sport). Each of our schools listed will be able to access Academy Skills and Athletics programs.

Students in the following schools are able to register for Academy Programs without leaving their boundary schools.

- Alexander Forbes School - The Academy
- Aspen Grove School
- École Montrose
- Isabel Campbell Public School
- Grande Prairie Christian School
- Derek Taylor Public School
- Parkside Montessori
- Charles Spencer High School - The Academy - Hockey, Dance, Golf, Soccer and Athletics
- Grande Prairie Composite High School - The Academy Athletics

Students in Grade 4 – 8 who live out of the school boundaries listed, who want to attend Academy programming may apply to do so and transfer to Alexander Forbes, but must first register with their neighbourhood boundary school.

Students in Grade 9 to 12 who live outside the Charles Spencer High School boundary and wish to attend Academy programming for Hockey, Dance or Golf may apply to do so and attend Charles Spencer High School.

Once your registration has been submitted a further Academy Application Form for Academy will be required, which the parent/guardian will receive an email to complete.

To apply for you child to apply to attend The Academy check the box, **‘I will be applying for my child to attend The Academy’**

The Academy - Grade 4 to 12

A passion for sport or fine art can positively drive a passion for education and character development. Our goal is to integrate excellence in education, athletics, and positive character development in every day of our student-athletes' educational experience.

The Academy has two main branches: Skills Academy (Hockey, Dance, Golf) and Academy Athletics (multi-sport). Each of our schools listed will be able to access Academy Skills and Athletics programs.

Students in the following schools are able to register for Academy Programs without leaving their boundary schools.

- Alexander Forbes School - The Academy
- Aspen Grove School
- École Montrose
- Isabel Campbell Public School
- Grande Prairie Christian School
- Derek Taylor Public School
- Parkside Montessori
- Charles Spencer High School - The Academy - Hockey, Dance, Golf, Soccer and Athletics
- Grande Prairie Composite High School - The Academy Athletics

Students in Grade 4 to 8 who live out of the school boundaries listed, who want to attend Academy programming may apply to do so and Alexander Forbes, but must first register with their neighbourhood boundary school.

Students in Grade 9 to 12 who live outside the Charles Spencer High School boundary and wish to attend Academy programming for Hockey, Dance or Golf may apply to do so and attend Charles Spencer High School.

Once your registration has been submitted a further application form for Academy will be required.

For more information visit The Academy | Grande Prairie Public School Division (gppsd.ab.ca)

I will be applying for my child to attend The Academy

Continue to complete the rest of the form and Submit.

## International Baccalaureate (IB) Programme - Grade 10 to 12

International Baccalaureate (IB) is hosted at the Grande Prairie Composite High School. The program is an academic program of choice available to students who are most often characterized as being “intellectually curious” and demonstrate many other qualities.

Students approved to attend the IB Program will transfer to Grande Prairie Composite High School.

Prospective IB students may choose to attend GPCHS in Grade 9, however there is no special programming until Grade 10.

To apply for you child to apply to attend the IB Program check the box, **‘I would like to apply for my child to attend the IB Prep (10) or IB Diploma Programme (Gr 11 & 12)’**

<b>International Baccalaureate (IB) Programme - Grade 10 to 12</b>	
This program is hosted at Grande Prairie Composite High School.	
<b>When does IB begin?</b> Students begin with IB Prep courses in Grade 10 and the IB Program officially begins in Grade 11. Prospective IB students may choose to attend GPCHS in Grade 9, however there is no special programming until Grade 10.	
<b>Who should take IB?</b> International Baccalaureate Programme is an academic program of choice available to students who are most often characterized as being “intellectually curious” and tend to demonstrate many of the following qualities:	
<ul style="list-style-type: none"><li>• Inquirers</li><li>• Knowledgeable</li><li>• Thinkers</li><li>• Communicators</li><li>• Principled</li><li>• Open-minded</li><li>• Caring</li><li>• Risk-takers</li><li>• Balanced</li><li>• Reflective</li></ul>	
After submitting this form, you will be contacted by school administration to further discuss enrollment in the International Baccalaureate Programme.	
For more information please visit <a href="#">International Baccalaureate (IB)   Grande Prairie Composite High School (gpcsd.ab.ca)</a>	
<input type="checkbox"/> I would like to apply for my child to attend the IB Prep (10) or IB Diploma Programme (Gr 11 & 12)	

What do you hope the IB Program can offer your child?	<input type="text"/>
	This field is required.
What second language is your child most interested in?	<input type="text"/>
	This field is required.
What aspect of science most interesty your child?	<input type="text"/>
	This field is required.
Does your child have a favouite book or piece of literature? If yes, please elaborate.	<input type="text"/>
	This field is required.
Is there an aspect of current events that most interests your child? Such as sports, politics, science, economics or culture? If yes, please elaborate	<input type="text"/>
	This field is required.
Is your child involved in any extra-curricular activities? If yes, please elaborate	<input type="text"/>
	This field is required.

Answer the questions required by the IB program.

Continue to complete the rest of the form and Submit.

## Apprenticeship Program (Cosmetology / Automotive) Grade 11 & 12

Apprenticeship programs are hosted at the Grande Prairie Composite High School. The programs are for students interested in either the Automotive or Cosmetology trades.

Students approved to attend the Apprenticeship Program will transfer to Grande Prairie Composite High School.

To apply for you child to apply to attend the Apprenticeship Program check the box, **'I would like to apply for my child to attend the Apprenticeship Program (Cosmetology / Automotive)'**

Apprenticeship Program (Cosmetology / Automotive) Grade 11 & 12	
These programs are hosted at Grande Prairie Composite High School.	
The <b>Automotive Apprenticeship</b> program is designed for students who are planning on going into the automotive trade. When a student completes all required courses with a grade of 70% or higher, and becomes a registered apprentice in the trade, they will be eligible to challenge the First period Automotive Apprenticeship exam.	
The <b>Cosmetology Apprenticeship</b> program is accredited by the Alberta Apprenticeship and Trade Certification program. The strand offers full technical training in the Hairstyling Trade upon the completion of 50 designated modules or credits. This means, after completing the program in High School, students can directly enter the work force as an apprentice in a salon.	
<input type="checkbox"/> I would like to apply for my child to attend the Apprenticeship Program (Cosmetology / Automotive)	

Answer the questions required by the Apprenticeship Program

Apprenticeship Program Choice	Apprenticeship Program Choice This field is required.
Why does the student want to attend the Apprenticeship programming?	Why does the student want to attend the Apprenticeship programming? This field is required.

Continue to complete the rest of the form and Submit.

### Complete the Form and Submit

Prior to Registration opening you will be able to prepopulate all your child's information. You will then once registration opens log back into SchoolEngage.

After Registration has opened, the green 'Submit' button will allow you to submit your form.

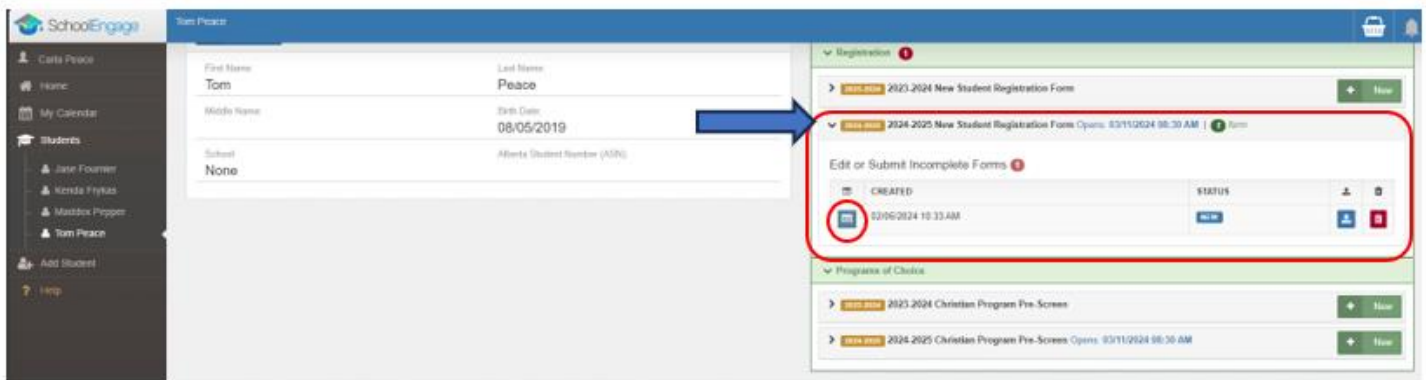


## Submitting a Prepopulated Pre-Screen

- Log in to your SchoolEngage Account
- Select 'Student'
- Select the name of your child you are wanting to submit the form for.
- Select the 'New Student Registration Form' you previously prepopulated.
- Select the last page of the form
- Click the green 'Submit' button

Click the yellow box with the year of the form to open the form information.

In the form information box click to blue box with the lines to open the form

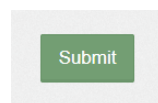


## Getting to the last page of the form

Click the last page. The Previous School information and the and Submit is the last page in the form.

## Submit

Click submit when your form is complete.



Once the form has been submitted, no further revision can be made, other than additions of document uploads. Please contact the school for any further revisions.