

## Current WCS Families – How to Re-Register your WCS Student(s)

<p><b>1</b> <b>Are You Ready to Begin?</b> Know your PowerSchool Parent Login ID/password, student(s) returning (Y/N) &amp; Transportation choice (Busing or no busing) - Have a credit card ready (MC, Visa or American Express)</p>	<p><b>2</b> <b>Login to PowerSchool</b> On the Westmount website click on <b>Quicklinks &gt; PowerSchool Login</b>.</p>	<p><b>4</b> <b>Are You Returning/Transportation?</b> <b>Student NOT Returning?</b> Answer question 1 &amp; click <b>Cancel Enrollment</b>. <b>Student is Returning.</b> Answer questions 1 &amp; 2. Click <b>Payment</b> link to pay fees in Fee system. After payment, you will return to the Re-Registration form then complete &amp; SUBMIT the form.</p>	<p><b>5</b> <b>Pay Reg Deposit(s)/Busing Deposit(s)</b> <b>Cart contains Re-Reg deposits due for ALL of your WCS students</b> <b>If busing:</b> Click on the Bus icon in Fee system &amp; complete &amp; submit <b>Bus Deposit &amp; Registration form</b>. Pay all deposits/outstanding fees in cart. Close the Fee payment browser tab &amp; return to the Re-Registration form then complete &amp; SUBMIT.</p>
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Re-Registration Complete

[Click here to view in browser](#)

Your Student(s) will be Re-Registered at Westmount for the 2022-2023 school year once ALL of the following conditions are met:

- ✓ Re-Registration and Transportation Deposits (If applicable) are paid
- ✓ All **OUTSTANDING** fees are paid (unless a waiver or installment plan is in place)  
**AND**
- ✓ The online Re-Registration form is completed (7 pages) and **SUBMITTED** (you must press the **SUBMIT** button on page 7 to finalize the Re-Registration).



**\*\*Note that you will need to complete a Re-Registration form for **each of your WCS students** in SchoolEngage. If you have more than one student returning to Westmount next year, the system will add ALL Re-Registration deposit(s) owing for your family to your cart in the fee payment system during your first child's Re-Registration. When you pay your fees, all of your students' Re-Registration deposits will be paid at the same time.**

Families with questions about fee payment should contact [payfees@westmountcharter.com](mailto:payfees@westmountcharter.com).

### Step 1: Login to PowerSchool and Access SchoolEngage

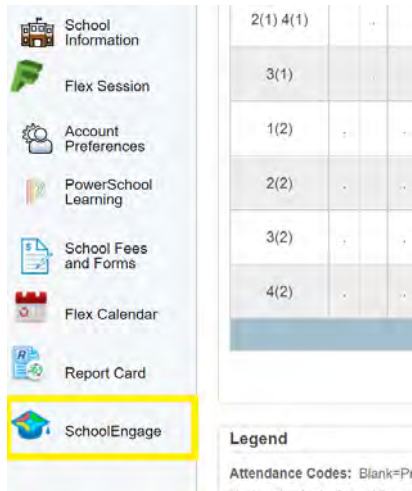
1. Log into your PowerSchool **Parent** account.



**\*\*Re-Registration does not need to be completed for grade 12 students.**

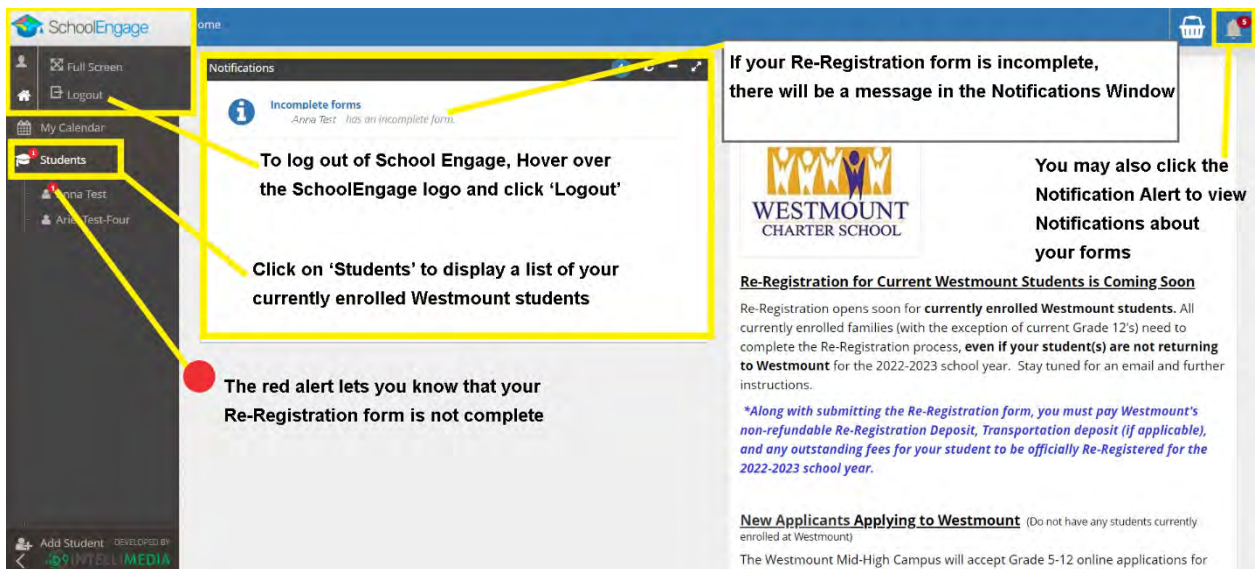
**\*\*\*You cannot use your student's PowerSchool account to Re-Register your student.**

2. Click on **SchoolEngage** in the left-side menu. *SchoolEngage replaces the Family Zone for Re-Registration.*



## Step 2: Select One of Your Students and Open Their Re-Registration Form

1. The **SchoolEngage Home page** will open. You will see your currently enrolled students listed under Students in the left-side menu. **If you do not see your students, click on the "Students" item to expand the list.** *If you still do not see your students in the list, please contact your respective school office. DO NOT CLICK ON "+Add Student" TO MANUALLY ADD STUDENTS.*



**If your Re-Registration form is incomplete, there will be a message in the Notifications Window**

**To log out of School Engage, Hover over the SchoolEngage logo and click 'Logout'**

**Click on 'Students' to display a list of your currently enrolled Westmount students**

**The red alert lets you know that your Re-Registration form is not complete**

**You may also click the Notification Alert to view Notifications about your forms**

**WESTMOUNT CHARTER SCHOOL**

**Re-Registration for Current Westmount Students is Coming Soon**

Re-Registration opens soon for **currently enrolled Westmount students**. All currently enrolled families (with the exception of current Grade 12's) need to complete the Re-Registration process, **even if your student(s) are not returning to Westmount** for the 2022-2023 school year. Stay tuned for an email and further instructions.

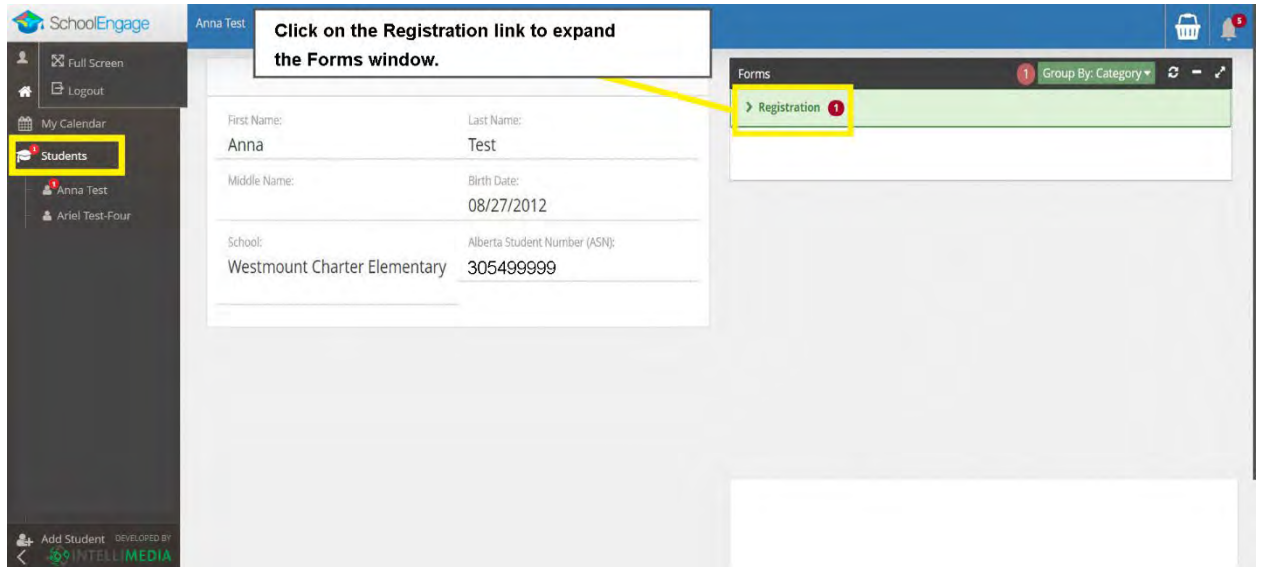
*\*Along with submitting the Re-Registration form, you must pay Westmount's non-refundable Re-Registration Deposit, Transportation deposit (if applicable), and any outstanding fees for your student to be officially Re-Registered for the 2022-2023 school year.*

**New Applicants Applying to Westmount** (Do not have any students currently enrolled at Westmount)

The Westmount Mid-High Campus will accept Grade 5-12 online applications for

If there are any important messages for you regarding forms that must be completed, you will see a red circle with a number in it. In the example below, there are three messages for these students. Hover over the red circle to view the message(s). You will also receive **emails** from SchoolMessenger (the school) advising if there are actions you need to take in SchoolEngage and there will be **Notifications** on your SchoolEngage Dashboard.

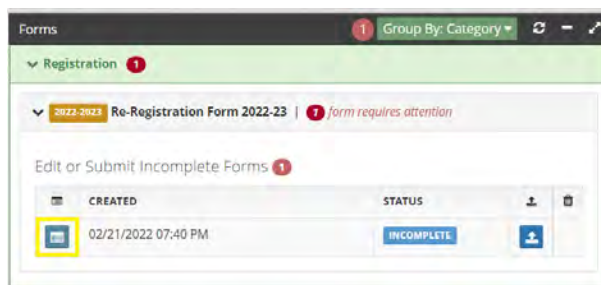
- Click on one of your students in the left-side menu in SchoolEngage, who is not in grade 12. The student's basic information displays beside the menu and a **Forms** area appears on the right. The forms area is where you will find the Re-Registration form. Click the **Registration** link to expand the forms area.



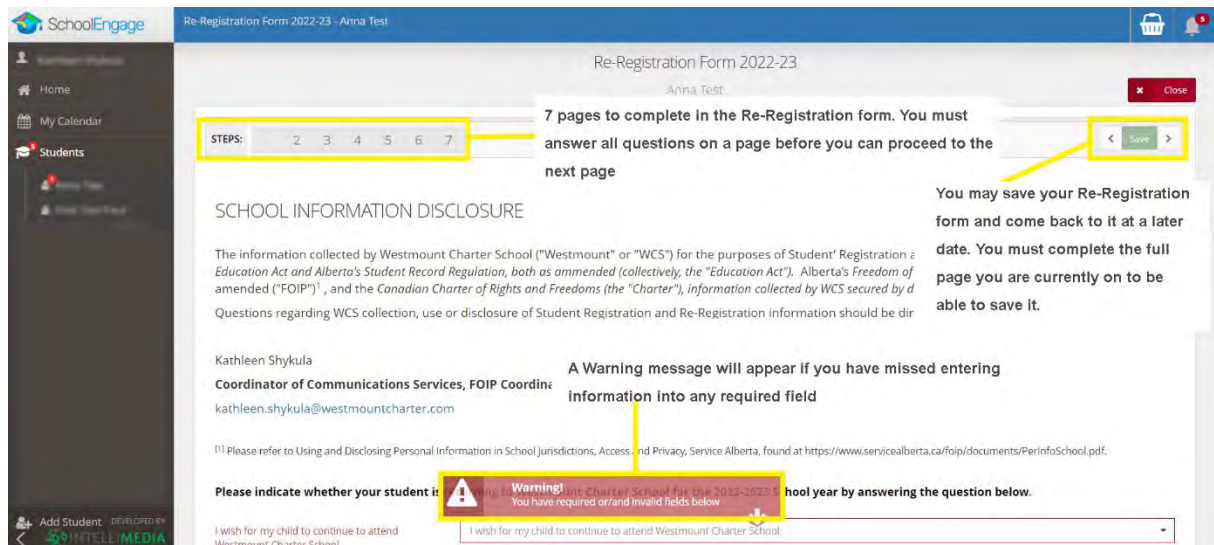
- In the forms area you can see the 2022-23 Re-Registration form waiting to be completed. You can tell the form is not complete as there is a message in **red** indicating that *the form requires attention*. Click the arrow to the left of the Re-Registration form to further expand the form window.



- Finally, click the blue form icon to open the Re-Registration form.



## What you will see on page 1 of the Re-Registration Form




### Step 3 – Let us Know if Your Child is Returning to WCS & Their Transportation Choice

- On page 1 of the Re-Registration form, let us know whether your child is returning for the upcoming school year (2022-2023) by selecting one of the below options:
  - I wish for my child to continue to attend Westmount Charter School – Yes/ No.
  - If not returning, the process is ended and the form will be automatically submitted. You will receive a confirmation email.

*We need this information on or before the Re-Registration deadline so we know how many seats are available for new students in each grade for next year.*

- If your student is returning, let us know your **Transportation choice**:
  - I am eligible and wish to register my child for busing*
  - I am eligible and wish to register my child for [PPF](#) (Parent Provided Funding)*
  - I am not eligible for transportation (live within 2.4 km)*

**!NOTE THAT IF YOU CHOOSE BUSING, YOU MUST ALSO COMPLETE THE BUS REGISTRATION FORM FOUND IN THE FEE PAYMENT SYSTEM ON YOUR STUDENTS FEE DETAIL PAGE, WHEN YOU PAY YOUR DEPOSITS.**

- IMPORTANT! You must click the **Save** button now  at the top right of the form to save your student's information **before** you pay the Re-Registration/Busing Deposit (if applicable). Once you click **Save**, continue below to pay your deposit.

### Step 4: Pay Re-Registration/Transportation Deposits & Complete Bus Registration in Fee Payment System

1. After selecting your transportation option and saving your page, click on the **Click Here to Pay Your Re-Registration/Busing Deposit(s) Now** button.

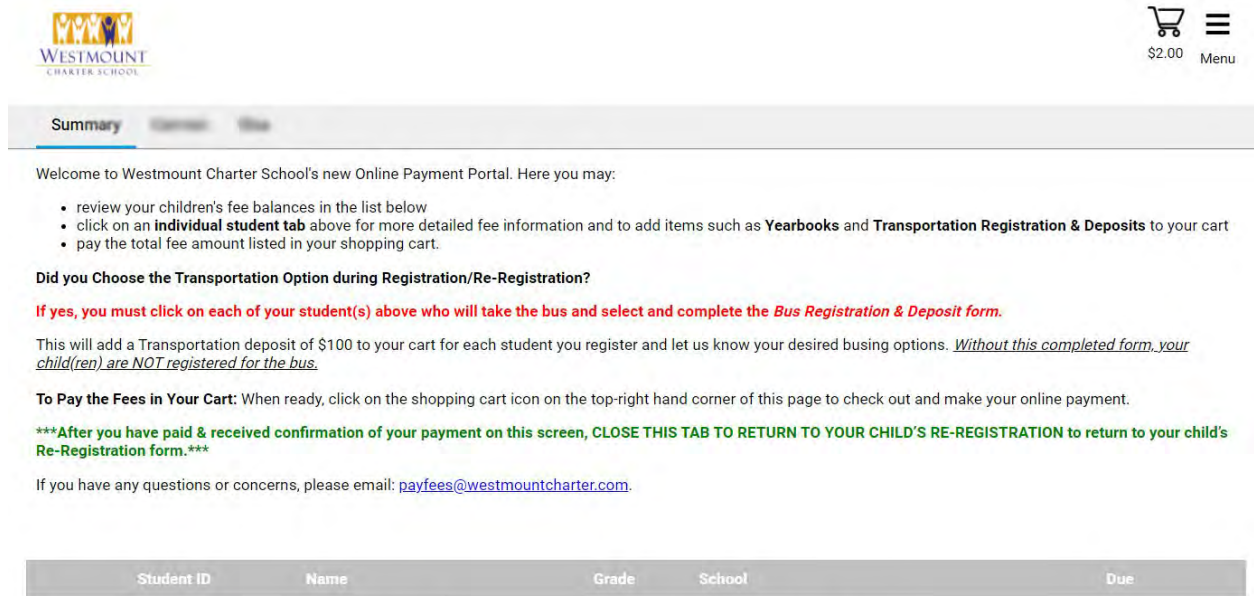


The **Fee payment system** will open in a new browser tab. **Read the instructions on the page.**

If you have more than one student returning to Westmount next year, the system will add ALL Re-Registration deposit(s) owing for your family to your cart in the fee payment system during your first child's Re-Registration. When you pay your fees, all of your students' Re-Registration deposits will be paid at the same time as well as any outstanding fees from the 2021-2022 school year.

**If your child(ren) will be taking the bus, please complete the Bus Registration and Deposit form in the Fee Payment system for all of your children at this time. [See Step 5 below.](#)**

Families with questions about fee payment should contact [payfees@westmountcharter.com](mailto:payfees@westmountcharter.com).



Summary

Welcome to Westmount Charter School's new Online Payment Portal. Here you may:

- review your children's fee balances in the list below
- click on an **individual student tab** above for more detailed fee information and to add items such as **Yearbooks** and **Transportation Registration & Deposits** to your cart
- pay the total fee amount listed in your shopping cart.

**Did you Choose the Transportation Option during Registration/Re-Registration?**

**If yes, you must click on each of your student(s) above who will take the bus and select and complete the *Bus Registration & Deposit form*.**

This will add a Transportation deposit of \$100 to your cart for each student you register and let us know your desired busing options. *Without this completed form, your child(ren) are NOT registered for the bus.*

**To Pay the Fees in Your Cart:** When ready, click on the shopping cart icon on the top-right hand corner of this page to check out and make your online payment.

**\*\*\*After you have paid & received confirmation of your payment on this screen, CLOSE THIS TAB TO RETURN TO YOUR CHILD'S RE-REGISTRATION to return to your child's Re-Registration form.\*\*\***

If you have any questions or concerns, please email: [payfees@westmountcharter.com](mailto:payfees@westmountcharter.com).

Student ID	Name	Grade	School	Due
00000000	Phoebe (Learning Tool)	00	Westmount Charter School	\$0.00
00000000	Alexis (Bus)	03	Westmount Charter School	\$1.00

### Step 5: Register for the Bus and Add the Busing Deposit(s) to your Cart

Skip to Step 6 if your student is not taking the bus.

1. If your student(s) are taking the bus, you will need to complete a **Bus Registration & Deposit form** for each student. **You must complete this step or your student(s) will not be registered for the bus.**
2. Click each individual student tab at the top of the page to view their detailed fee information. On each detail page, you will see a **Bus Registration & Deposit icon** (see image below). Click the icon to open and complete the form. Click **Add to Cart** once you have made your selections. A Non-refundable, Transportation deposit of \$100 will be added to your cart for each student with a completed the Bus Registration form.
  - a. For Grades 1-12 you may select either: full time rider, part-time rider a.m. or part time rider p.m.
  - b. For Kindergarten you may select either full-time Kindergarten rider, part-time a.m. Kindergarten or part-time p.m. Kindergarten.
3. Repeat this step for each of your children who will be taking the bus at this time.

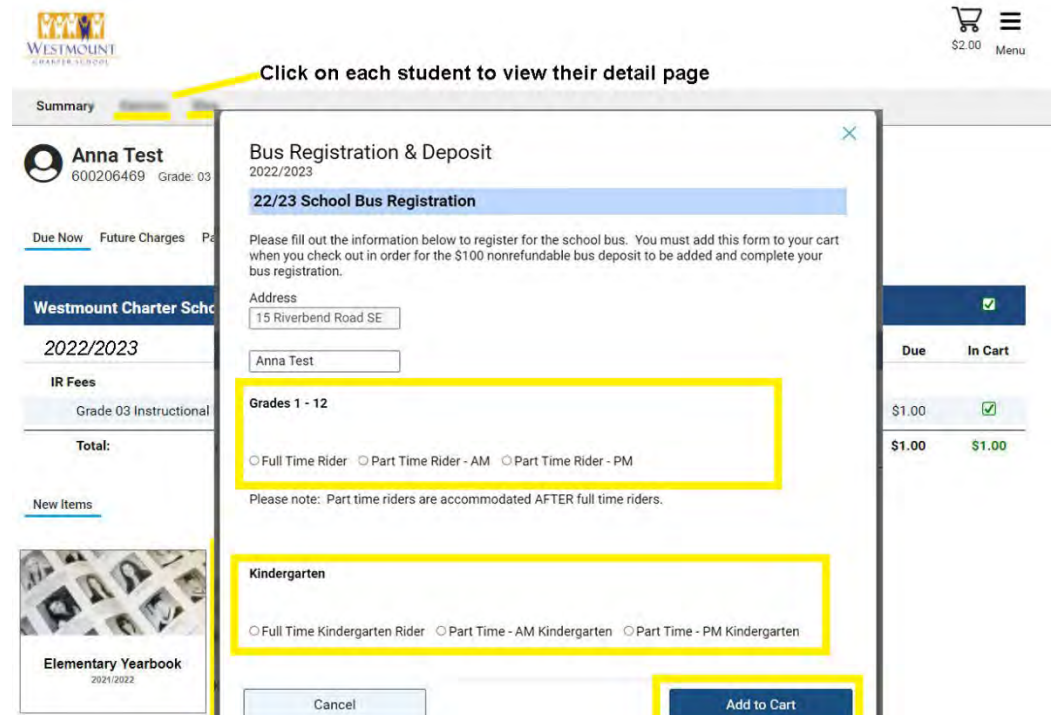
Icon



Bus Registration & Deposit  
2022/2023

Click this icon

### Bus Registration & Deposit Form



Click on each student to view their detail page

Summary

Anna Test  
600206469 Grade: 03

Due Now Future Charges Pa

Westmount Charter Scho

2022/2023

IR Fees  
Grade 03 Instructional

Total:

New Items

Elementary Yearbook  
2021/2022

Bus Registration & Deposit  
2022/2023

22/23 School Bus Registration

Please fill out the information below to register for the school bus. You must add this form to your cart when you check out in order for the \$100 nonrefundable bus deposit to be added and complete your bus registration.

Address  
15 Riverbend Road SE

Anna Test

Grades 1 - 12

Full Time Rider  Part Time Rider - AM  Part Time Rider - PM

Please note: Part time riders are accommodated AFTER full time riders.

Kindergarten

Full Time Kindergarten Rider  Part Time - AM Kindergarten  Part Time - PM Kindergarten

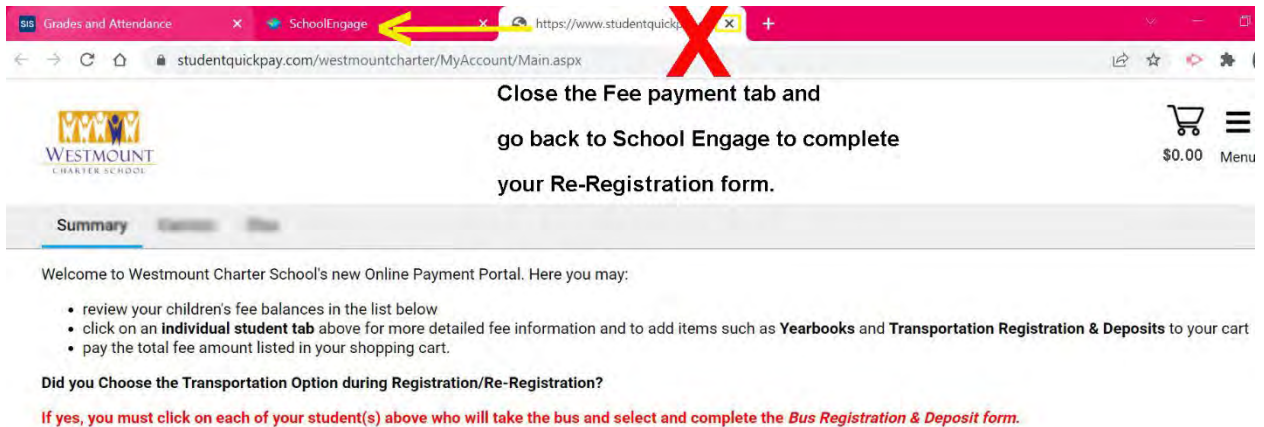
Cancel Add to Cart

\$2.00 Menu

Due	In Cart
\$1.00	<input checked="" type="checkbox"/>
\$1.00	\$1.00

**Step 6: Close the Fee Payment browser tab and return to the Re-Registration form in SchoolEngage.**

**After your deposit(s) are paid, your Bus Registration forms are complete and your receipt has appeared in your browser, close the browser tab for the fee payment system and return to your open Re-Registration form (which will be in a different browser tab) and continue filling out the form.**



Close the Fee payment tab and go back to School Engage to complete your Re-Registration form.

Summary

Welcome to Westmount Charter School's new Online Payment Portal. Here you may:

- review your children's fee balances in the list below
- click on an **individual student tab** above for more detailed fee information and to add items such as **Yearbooks** and **Transportation Registration & Deposits** to your cart
- pay the total fee amount listed in your shopping cart.

Did you Choose the Transportation Option during Registration/Re-Registration?

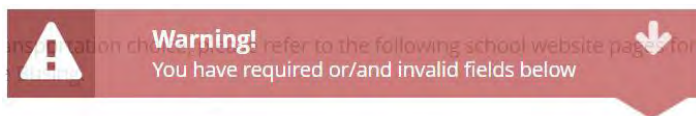
If yes, you must click on each of your student(s) above who will take the bus and select and complete the **Bus Registration & Deposit form**.

**Step 7: You should now be back on page 1 of the Re-Registration form.**

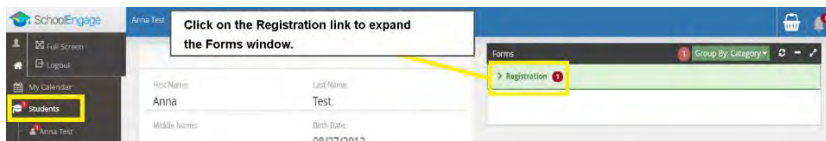
1. Click the **Next** button on the bottom right corner of the page.

*\*\* If you still see the payment button and "Deposit(s) paid: No" and you have just paid your fees, please DISREGARD and click the **Next** button to continue to page 2 of the Re-Registration form. It may just take a few moments for SchoolEngage to be updated with your payment information.*

2. Answer the questions on all remaining pages (there are 7 pages in total). If you miss a question, the form will let you know by displaying a pop up message:



*\*\*Note that you may save your Re-Registration form before it is complete and come back to it later, by selecting it from your Student's forms window.*



Click on the Registration link to expand the Forms window.

First Name:	Last Name:
Anna	Test
Middle Name:	Birth Date:
	08/27/2012

If you did not pay your deposits when prompted at the top of the form, you will be prompted to pay at the **bottom of the form**.

**Your student will not be Re-Registered until all Deposits and outstanding fees have been paid (or arrangements have been made with the finance team) AND the Re-Registration form has been completed and submitted**

### **Step 8: Submitting Your Re-Registration Form**

Once you have completed the questions on pages 1-7 of the Re-Registration form, click the **Submit** button on the bottom of page 7. Your Re-Registration is now complete and you will receive a confirmation email.



Submit

### **Submit Button Not Showing?**

If the submit button is not showing or you require other assistance with this application, please contact:

- [Kathleen.shykula@westmountcharter.com](mailto:Kathleen.shykula@westmountcharter.com) (Elementary & Mid-High)
- [Nicole.walrond@westmountcharter.com](mailto:Nicole.walrond@westmountcharter.com) (Elementary)
- [Cathleen.bloxham@westmountcharter.com](mailto:Cathleen.bloxham@westmountcharter.com) (Mid-High)
- [Brandie.sedore@westmountcharter.com](mailto:Brandie.sedore@westmountcharter.com) (Elementary & Mid-High)
- [payfees@westmountcharter.com](mailto:payfees@westmountcharter.com) (For fee-related questions Elementary & Mid-High)