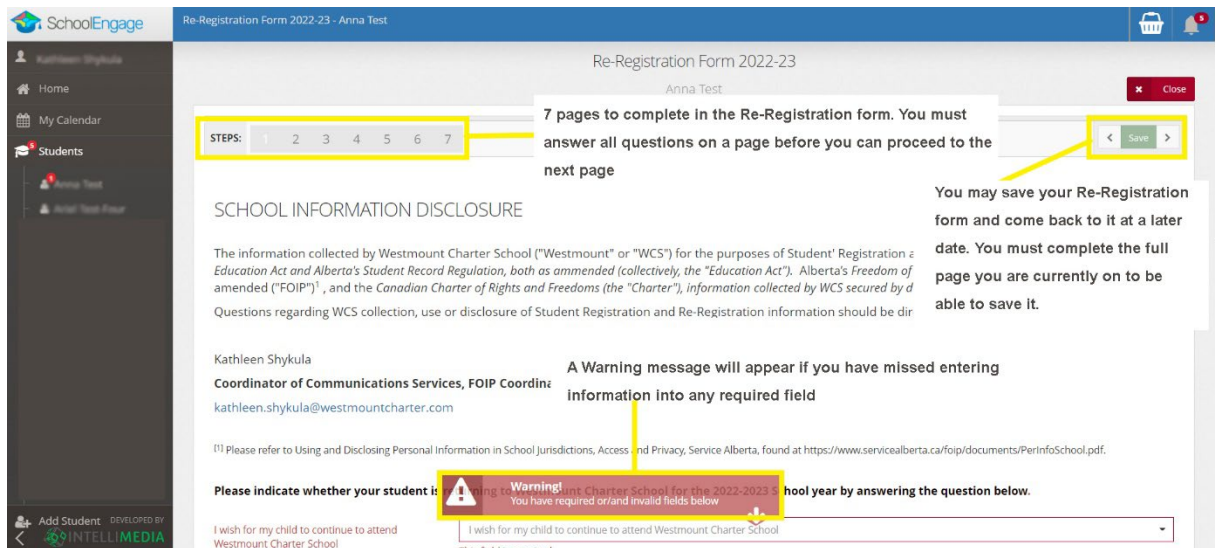


Tips for Completing the Online Re-Registration Form

Parents/Guardians will complete a Re-Registration form for **each of their K-Grade 11** Westmount Students whether or not they are returning to Westmount for the 2022-2023 school year.

Entering Information into the Re-Registration Form



Re-Registration Form 2022-23 - Anna Test

Re-Registration Form 2022-23
Anna Test

STEPS: 1 2 3 4 5 6 7

7 pages to complete in the Re-Registration form. You must answer all questions on a page before you can proceed to the next page

Save >

You may save your Re-Registration form and come back to it at a later date. You must complete the full page you are currently on to be able to save it.

SCHOOL INFORMATION DISCLOSURE

The information collected by Westmount Charter School ("Westmount" or "WCS") for the purposes of Student Registration is governed by the *Education Act* and *Alberta's Student Record Regulation*, both as amended (collectively, the "Education Act"), *Alberta's Freedom of Information Act* (the "FOIPA"), and the *Canadian Charter of Rights and Freedoms* (the "Charter"), information collected by WCS secured by digital encryption. Questions regarding WCS collection, use or disclosure of Student Registration and Re-Registration information should be directed to the WCS Privacy Officer.

Kathleen Shykula
Coordinator of Communications Services, FOIP Coordinator
kathleen.shykula@westmountcharter.com

A Warning message will appear if you have missed entering information into any required field

Warning! You have required or/and invalid fields below

Please indicate whether your student is returning to Westmount Charter School for the 2022-2023 school year by answering the question below.

I wish for my child to continue to attend Westmount Charter School

I wish for my child to continue to attend Westmount Charter School

Page 1 of the Re-Registration Form

- When the form opens, you may begin entering information/answering the questions. *We recommend that you complete the Re-Registration form and payment in one sitting.*
- **The STEPS** at the top of the form display your progress and tell you how many pages there are in the form. *You cannot 'skip' pages, you must complete each page completely and in order before you can click the **Next** button to move to the next page.*
- **Required fields** are bordered in red and cannot be skipped. *Required fields must be completed before you can go to the next question/page*

I wish for my child to continue to attend Westmount Charter School

I wish for my child to continue to attend Westmount Charter School

This field is required.

- Once a page is completed, use the **Next >** button to advance to the next page. Your changes will be automatically saved.

Next >

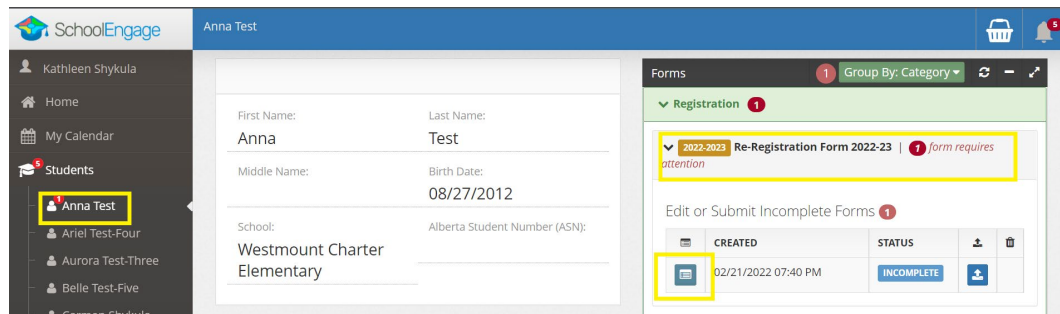
- The form can be started and then completed later, by using the **Save** button (found at the top right of every page). You may only save pages where all of the **required** questions have been answered for that page.



- Click the **Close** button (top right of page) to close your form after it has been saved.



- **To open a saved form**, go to the **Students** menu in SchoolEngage and select the student name. The student forms will appear on the right. Click the Re-Registration form to expand the form information then click the **Open** button (blue form) to re-open the form.



Submitting Your Form vs. Saving Your Form

- When you click the **Submit** button on page 7 of your Re-Registration form, your form is flagged in our system as “Complete” and your child is considered **Re-Registered**.
- If you have only **saved** your form, it is flagged as “Incomplete” in our system and your child is not yet Re-Registered.
- As pages are completed, the number representing the page in the STEPS graphic turns WHITE.

Form Status

- When a form is first placed on your student dashboard by Westmount, the form status will be **Incomplete**.
- Status will change to **Completed with Changes** once you have **submitted** the form.

Requirements to Submit the Re-Registration Form

- The Re-Registration form has **seven** pages; you must complete ALL pages/required questions on each page. You must **submit** the form for it to be complete.
- **The button to submit the form is not visible by default.** It appears at the bottom of page 7 if:
 - You have completed all of the questions on the Re-Registration form and
 - the balance in your cart in the Fee Payment system is \$0.00 (meaning you have paid your deposit(s) and outstanding fees (accordingly)).

Submit

- If the Submit button **does not appear** at the bottom of page 7, please check your fee balance in the Fee Payment system. If you cannot resolve the issue by paying any outstanding fees, please contact one of the following:
 - kathleen.shykula@westmountcharter.com (Elementary & Mid-High)
 - nicole.walrond@westmountcharter.com (Elementary)
 - cathleen.bloxham@westmountcharter.com (Mid-High)
 - brandie.sedore@westmountcharter.com (Elementary & Mid-High)

*Once your deposit(s) and outstanding fees are paid and you have completed the form and clicked the Submit button, **your child is Re-Registered for the 2022-2023 School year.***