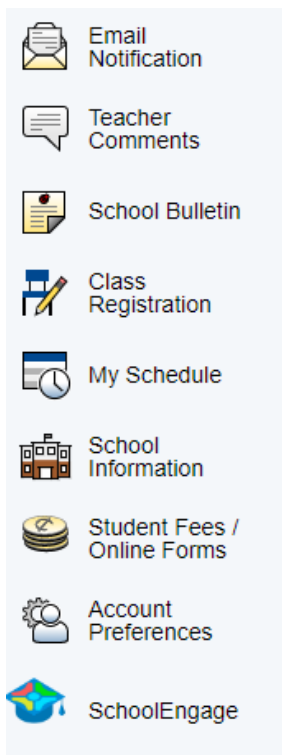1. Log on to your Parent Portal. powerschool.rdpsd.ab.ca If you don't remember your username and password, call the office for assistance at 403-342-3288.
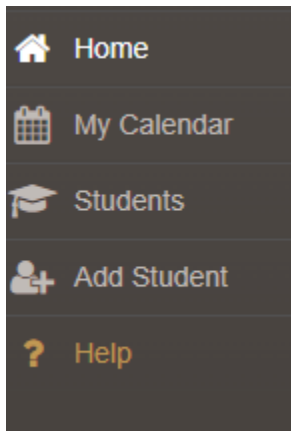

2. If you are using your phone, click on the grey triangle in the left hand corner to view the menu
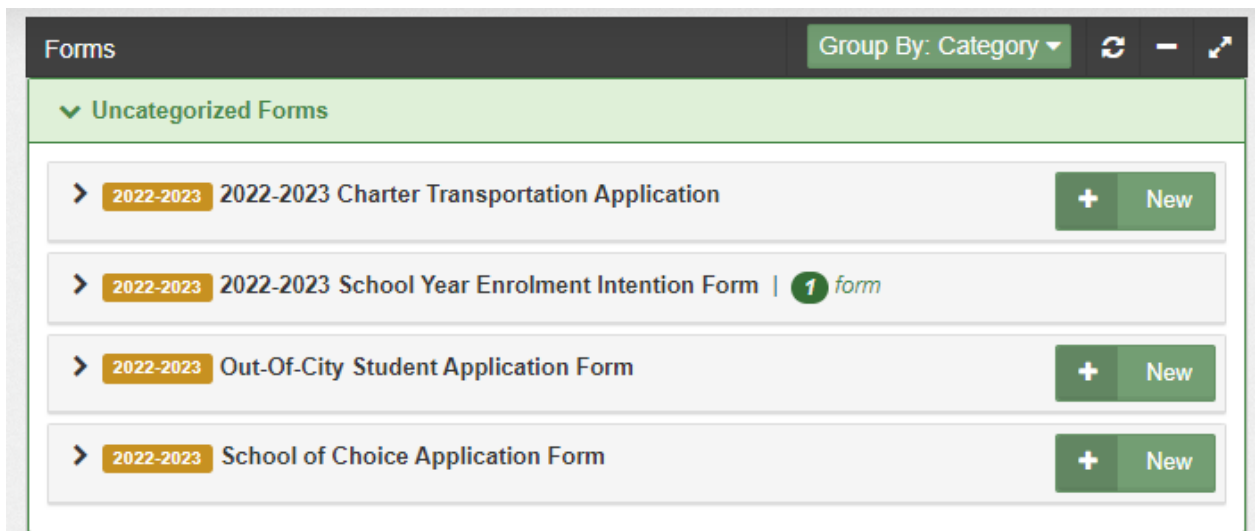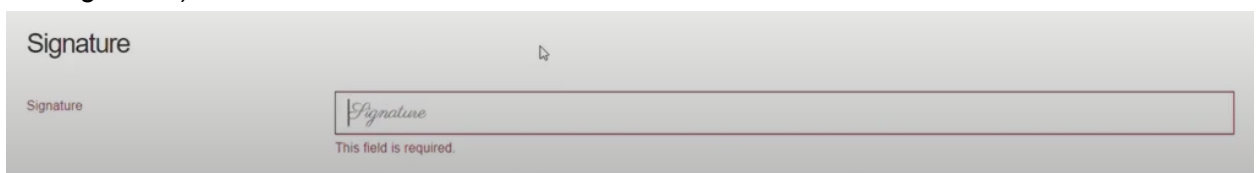

3. Select SchoolEngage at the bottom of the list

4. On the left-hand side, you will see students on the menu. Click on students and choose the one that you would like to submit a form for.
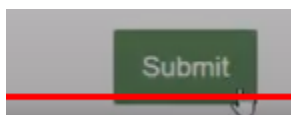

5. Once you have chosen your student, you will see a list of available forms on the right. Please note that these are the general forms available and you are not required to complete them all. Only complete the forms you need to. In this case, choose School of Choice Application Form. Click on the green "new" button on the right.

6. The form will come up with most of the information pre-populated from the information in PowerSchool. Please confirm all information and add anything that you might need to. (There is a drop down menu form Preferred School of Choice). Enter your details (name and signature)

7. Click the submit button that appears once you sign your name

8. You will receive a success message

✔ **Application was successfully submitted**
Thank you. Your submission has been received.

OK

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