

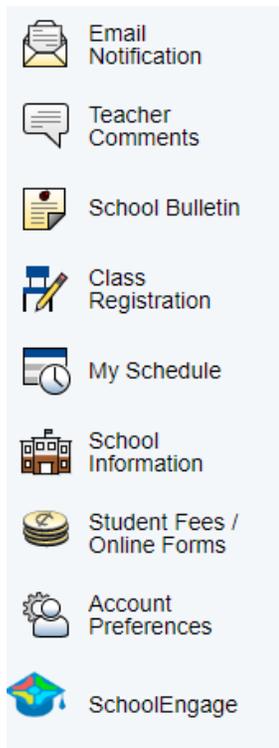
1. Log on to your Parent Portal. [powerschool.rdpsd.ab.ca](http://powerschool.rdpsd.ab.ca) If you don't remember your username and password, call the office for assistance at 403-342-3288.

The image shows a screenshot of the PowerSchool SIS login page. At the top, there is a dark blue header with the "PowerSchool SIS" logo. Below the header, the page title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". A "Select Language" dropdown menu is set to "English". Below this are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is at the bottom right. At the very bottom, there is a copyright notice: "Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

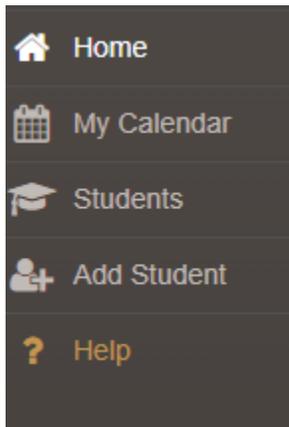
2. If you are using your phone, click on the grey triangle in the left hand corner to view the menu



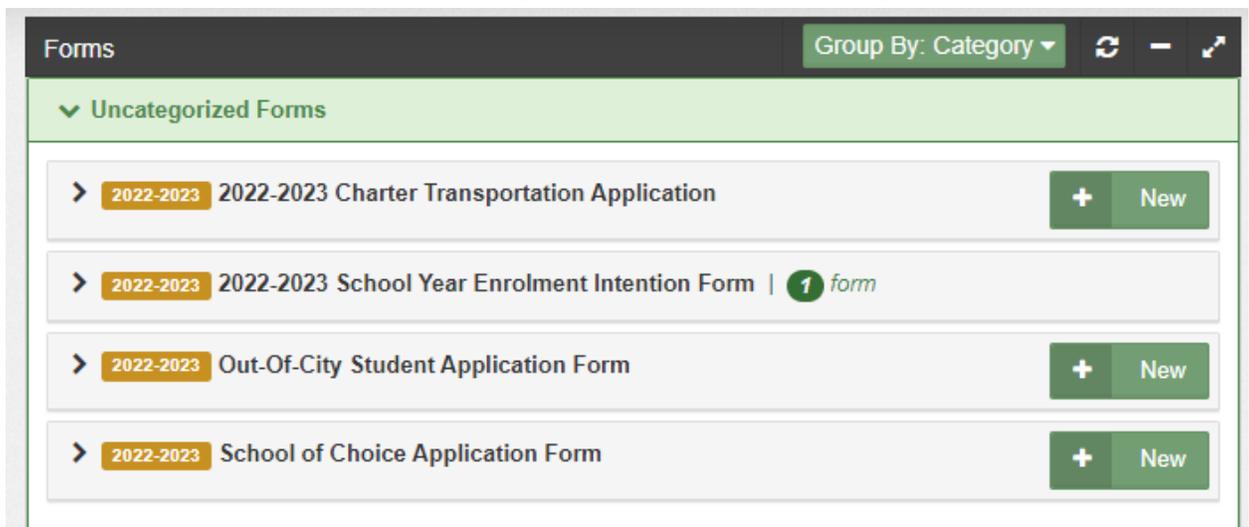
3. Select SchoolEngage at the bottom of the list



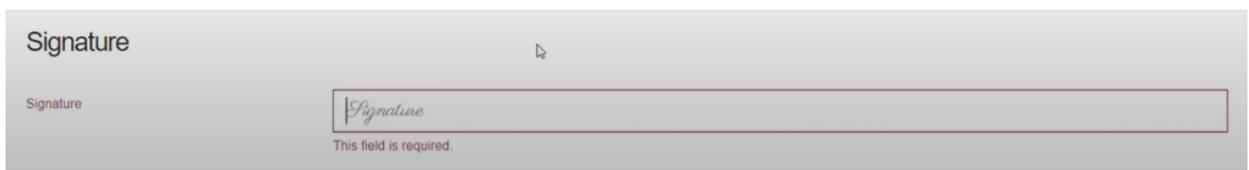
- On the left-hand side, you will see students on the menu. Click on students and choose the one that you would like to submit a form for.



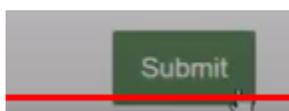
- Once you have chosen your student, you will see a list of available forms on the right. Please note that these are the general forms available and you are not required to complete them all. Only complete the forms you need to. In this case, choose Charter Transportation Application. Click on the green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



- 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 for Attending School, a medical concerns section, and the program attending will be Regular). Click Next. Page 2 will require you to confirm that your home address will be the transportation (yes/no drop down) and if it is different from your home address, add that address and confirm your contact information. Click next.
- The third page will ask you to read the Disclaimer, check the box that you read it, sign and date the form.



- Click the submit button that appears once you sign your name



- You will receive a success message

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

