

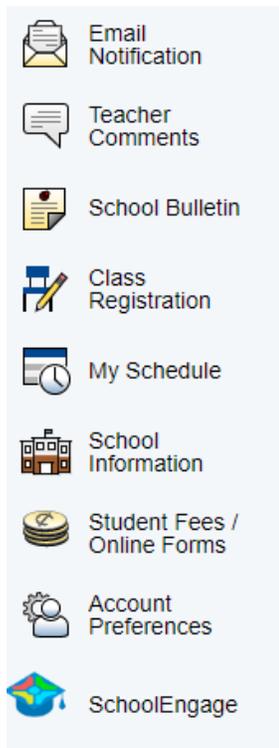
1. Log on to your Parent Portal. powerschool.rdpsd.ab.ca If you don't remember your username and password, call the office for assistance at 403-342-3288.

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."

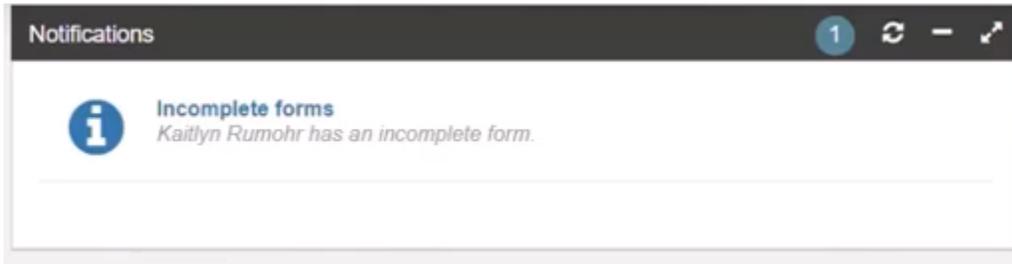
2. If you are using your phone, click on the grey triangle in the left hand corner to view the menu



3. Select SchoolEngage at the bottom of the list



4. Your notifications will show an incomplete form.



5. Click on the notification to access the form.

6. Review the pre-populated information to ensure it is correct (name, school, grade this year) and then choose your intention in the bottom (returning, not returning, unsure).

A screenshot of a web form. The top section is titled 'Student Information' and contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Current School', and 'Current Grade'. The bottom section is titled 'Intention' and contains a dropdown menu for 'Next Year Grade' (set to 'Grade 8') and another dropdown menu for 'Intention' (set to 'Intention'). Below the 'Intention' dropdown is a red error message: 'This field is required.' At the bottom, there is a 'Signature' section with a text input field containing the word 'Signature' in a cursive font.

7. Choose your intention (returning, not returning, unsure).

A close-up screenshot of the 'Intention' dropdown menu. The dropdown is open, showing three options: 'My child will be returning to the above listed School for the 2021-2022 school year.' (highlighted in blue), 'My child will NOT be returning to the above listed School for the 2021-2022 school year.', and 'Our plans are uncertain at this time.' The background shows the 'Next Year Grade' dropdown set to 'Grade 8' and the 'Signature' section.

8. If you choose not returning, another box will pop up asking where your child will be going next year so that we can ensure the new school gets their information.

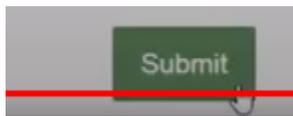
A close-up screenshot of the 'Intention' dropdown menu. The dropdown is open, showing three options: 'My child will NOT be returning to the above listed School for the 2021-2022 school year.' (highlighted in blue), 'My child will be returning to the above listed School for the 2021-2022 school year.', and 'Our plans are uncertain at this time.' Below the dropdown is a new section titled 'Not Returning Reason' with a dropdown menu set to 'Not Returning Reason' and a red error message: 'This field is required.' The background shows the 'Next Year Grade' dropdown set to 'Grade 8'.

9. Sign in the signature box to acknowledge your completion of the form.

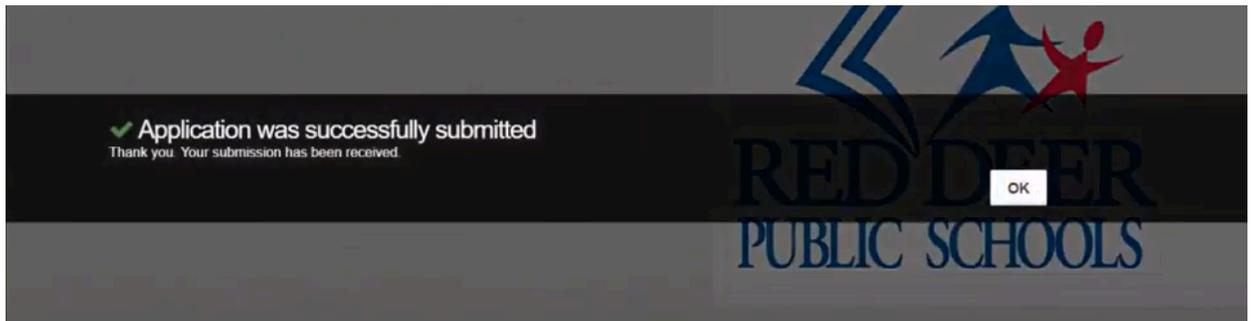


A screenshot of a web form's signature section. At the top, the word "Signature" is displayed. Below it, there is a text input field with a red border. Inside the field, the word "Signature" is written in a cursive font. Below the input field, the text "This field is required." is visible. A mouse cursor is positioned over the top right corner of the input field.

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



11. You will receive a success message



Instructions are also available in video form:

<https://www.youtube.com/watch?v=ec56PBMwOvI>