

The Palliser School Division

Family Portal - Return Registration

The Palliser School Division is happy to announce the launch of the new Family Portal. The Family Portal is the new site where parents will come to complete the yearly *Return Student Registration* for their child.

In compliance with the Alberta School Act and the Student Record Regulation, schools must provide proof of registration each year for all students in their schools.

With the Family Portal, parents can log in using the email address that is on file with their child's school. Parent's will be able to see and manage all of their children in the portal registered in any Palliser school using the same weblink.

Parents will be able to complete the Return Registration form for their child as long as:

- The student is currently enrolled at one of the 48 schools within the Palliser School Division
- The parent has provided the school with a "Personal" email address that is linked to the student record
- The parent is the legal guardian of the student (mother, father, guardian and has custody of the child)

Please follow the steps below to complete the current year "Return Student Registration Form" for your child.

- In a web browser, go to: <u>https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn</u>
- Enter the email address that you have on file at the school your child(ren) attend as the User Name, and click **SIGN IN**

Palliser Sch edse	ool Division
^{User name *} Charlie.brown@gmail	.com
SIG	N IN
ABOUT	HELP?

• Click on "Forgot Password". You will be sent a link to create a new password.

Palliser School Division					
edsembli					
User name *					
Charlie.brown@gmail.com					
Password *					
SIGN IN					
ABOUT HELP? FORGOT PASSWORD?					



(Change password Palliser School Division	
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- Now return to the login page
 <u>https://sis.edsembli.com/WebAdmin/AB/PALLSD/UI/Account/SignIn</u>
- (DO NOT re-click the link in the email) and log into the portal using your email and the new password you just created.

On the landing page, you will be provided with access, based on Board/Division/District defined security settings, to all students associated with your account. Easily access students in different schools from the same landing page!

In order to complete and submit the Return Student Registration for your currently enrolled students, click the "<u>SUBMIT FORM</u>" link. There is a link for each child associated with your account.

If you wish to create a registration for a new child who is not currently registered in a Palliser school, you can use the "**<u>Register New Student</u>**" link to open a blank registration form to complete and submit to the school.

Welcome, Mr. Charlie Brown	Palliser School Division		19:34 🌲 💄 🎯 🗄				
My students	Events						
Sally Brown	20 Friday Sentember 2024	What is new?	^				
Picture Butte High School	Semester 1, Term 1, Day 5 (Normal day)	Notifications feed	Filter by All				
Status: This year and next year	Monday, September 23, 2024	No notifications found					
ASN: 1234-5678-9 STUDENT FORMS STUDENT FORMS	Tuesday, September 24, 2024						
Shoopy Brown	Wednesday, September 25, 2024						
Picture Butte High School	Thursday, September 26, 2024						
Status: This year and next year ^ ASN: 2245-6789-0 STUDENT FORMS Studentro: 00000046866 STUDENT FORMS	Friday, September 27, 2024						
New registrations	Monday, September 30, 2024 National Day for Truth and Reconciliation						
REGISTER NEW STUDENT	Tuesday, October 1, 2024						
	Wednesday, October 2, 2024						
	ecisemble COMMECT must one 1110/2224 12:20 12 PM - Program version: 10.01.022						
eduentali CONNECT is designed to provide student information to students, te	achers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution un	der student conduct code and any number of federal, provincial and local laws.					
Once you click on the "Submit Form" link for the student you select, you will have the choice to choose the "New" or "Return" form							
Welcome, Mr. Charlie Brown	Palliser School Division		19:47 🌲 💄 🕥 🚦				
School: Picture Butte High School							
Palliser Regional Division No. 26 (New Students 2024/2023) New Student Registration							
The "New" form will give you a blank form which you will need to complete all fields.							
The "Return" form will pre-populate the form with the information that is currently in							
the student information for the selected student's record. This is the form that is							
une suudent information for the selected student's fection. This is the formation that is							
suggested to use. Just correct any information that has changed and complete the							
permissions for the current school year.							

Please make sure that the school you are choosing when editing your child's form is the correct school they are attending. And please ensure the grade they are currently enrolled in is correct as well and <u>make sure to enter the "Date of</u> <u>Registration" as the first day of school for the school year of the form you are completing</u>.

*Note: If the form is being created in the spring of a specific school year, you may see four forms in this portal. There will be a new and return form for the current school year and a new and return form for the upcoming school year. It is very

important that you are selecting the form for the correct school year. Choosing the wrong school year will mean having to re-complete the form for the correct year. Once all information has been correctly entered into the form, hit the SUBMIT button to complete the process and send the form to the school.

Repeat the steps for all students associated with your account.

If you have any issues logging into your account, please contact your child's school.

Thank you for keeping your child's information current and correct.