

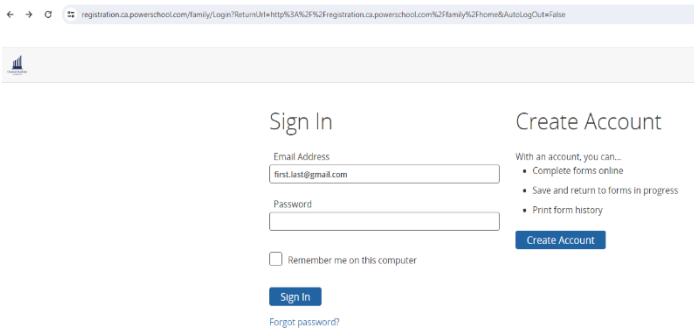
# Alberta Classical Academy

## Parent Application Guide

### How To Pre-Register

#### *New to ACA or pre-registering siblings?*

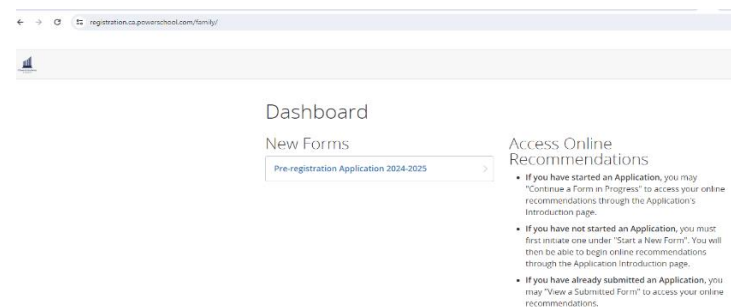
*For families that are new to ACA or current families with siblings who wish to apply, create a new account to complete the application process for your student by using the steps below.*



The screenshot shows the login and account creation interface. On the left, under "Sign In", there are fields for "Email Address" (containing "first.last@gmail.com") and "Password", a "Remember me on this computer" checkbox, a "Sign In" button, and a "Forgot password?" link. On the right, under "Create Account", there is a list of benefits: "Complete forms online", "Save and return to forms in progress", and "Print form history", followed by a "Create Account" button.

#### 1. Log into

<https://registration.ca.powerschool.com/family/home> and create an account. You will receive a confirmation email confirming your account, then you can login.



The screenshot shows the dashboard interface. On the left, under "New Forms", there is a dropdown menu with "Pre-registration Application 2024-2025" selected. On the right, under "Access Online Recommendations", there is a list of instructions: "If you have started an Application, you may 'Continue a Form in Progress' to access your online recommendations through the Application Introduction page.", "If you have not started an Application, you must first initiate one under 'Start a New Form'. You will then be able to begin online recommendations through the Application Introduction page.", and "If you have already submitted an Application, you may 'View a Submitted Form' to access your online recommendations."

2. From the dashboard, click on "Pre-registration Application 2024-2025", then fill out the student application; **one application per student.**



3. Once you have completed the application, you will be at the “Summary” page. If you have missing or incorrect information (number in red circle) you can click on “Find Invalid Fields” and you will be taken back to the pages to correct or input information.

4. Once your summary page has a status with a check mark in green you can submit your form.

You will receive an email confirmation after your application has been submitted.

5. You have successfully submitted your pre-registration application and can print a copy for your records or complete an application for another student if applicable.

## Tips for completing your Student Registration

- Ensure to have your student’s proof of citizenship documentation, last 2 copies of student’s report cards (if applicable), custody order (if applicable) ready to upload into the application.
- There are some fields that are mandatory, and you will not be permitted to progress to the next page until they are completed. They will be marked required
- **Please ensure** to answer the question on the pre-registration form **on why you are seeking a classical education for your student** as it is **required**.

Any questions or if you require assistance, please email [applications@classicalacademy.ca](mailto:applications@classicalacademy.ca). As we anticipate many families completing applications starting Feb 12<sup>th</sup>, we will respond to all inquiries within 2 business days.