

Student Registration 2022-23

With continued COVID-19 restrictions in place, principals will continue to collect completed registration forms and supporting documentation from parents/guardians through electronic means.

Registration

- The Education Act (2018) and the Student Registration Policy B.028 guide the registration process.
- School configurations for PP-9 grades and student tallies for High Schools will be extracted from registration data in PowerSchool.
- School principals are expected to promote Self-Identification as a priority of the registration process, particularly with Pre-Primary students.
- School principals are expected to promote registration in the school community.
- The need for accurate civic addresses and if applicable, alternate transportation addresses, must be maintained.
- The HRCE website has updated student registration documentation in addition to Document Depot (> School Administration > Registration) and [here](#).
- Registration in February is very important in determining staffing needs for the 2022-23 school year and each school's priority is to ensure all new registrations are entered in PowerSchool with connections to Bus Planner if necessary.
- Registering students electronically will require schools to find ways to validate home address, age, status, medical info etc. Please share with parents/guardians that the registration is not complete until the school confirms acceptance.
- Principals are expected to conduct **virtual** parent/guardian information meetings for both Early and Late Immersion programs in February. These meetings will allow parents/guardians to make an informed decision in regards to the program choice for their child and allow schools to accurately identify the proper "Next Program" code for all students before the first extraction.
- The SIS Team will provide a substitute to support your administrative assistant (Code 970) to enter registration data into PowerSchool. There will be several short virtual sessions in early February to go over the technical details and answer procedural questions. Details about the sessions and sub days will be communicated to schools by the SIS team.

Key Messages to Parents/Guardians

- Expiration dates for all work/study permits are required to be entered in PowerSchool. Schools must monitor and track the expiration dates. Parents/guardians must have valid work/study permits for their child(ren) to attend HRCE schools. Additional information can be found [here](#) at HRCE International Student's page.
- Registration for Pre-Primary programs begins on February 1st. For more information, please click [here](#). **Schools are reminded that current Pre Primary students are not required to re-register. However, principals will need to contact families of Pre Primary students with rights to both English and Early Immersion programs to determine their 2022-23 choice.**
- HRCE Home Address Lookup can be accessed at [here](#).
- The Parent and Student Portal for PowerSchool can be accessed at [here](#).
- School principals are expected to check with parents/guardians as to whether their child may have any special needs that the principal should be made aware of to help support the successful transition of the child to school in September 2022. If the needs are complex, the principal should set up a meeting with the parents/guardians to discuss. Student Services Facilitator should be contacted by the principal at the end of the registration month with any concerns about students new to HRCE.
- Requests for special needs conveyance will be submitted through the online platform.
- All questions in regards to registration should be directed to your school supervisor.

Important PowerSchool Steps for SIS Administrators

Starting in early March, the Facilitator of Staffing and Resources begins to extract enrolment data for new and returning students in Grades PP-12. In order to get an accurate picture of our enrolment numbers, **all schools must** ensure the “Scheduling Setup” is accurately completed and/or updated for each new and returning student. The three key components to ensure accurate “Scheduling Setups” are:

1. Ensure that each student’s “**Next Grade**” field is accurate.
2. Ensure that each student’s “**Next School**” field is accurate.
3. Ensure that each student’s “**Next Program**” field is accurate.

The **EOY checker** in PowerSchool and our **SIS Support Team** are excellent resources in providing help with these steps. The majority of errors found in PowerSchool data related to the above three components tend to pertain to the following groups of students:

1. **New HRCE students including but not limited to incoming Pre-Primary/Primary students.**
2. **Students who switch programs from French Immersion to English.**
3. **Grade 6 students who enter the Grade 7 Late Immersion program.**
4. **High School Students who leave French Immersion, O2 or IB programs or enter IB/O2 programs.**

It is very important for your SIS Administrator to keep these situations in mind throughout the spring registration period. **Paying close attention to the following points will minimize the data errors:**

- **New Primary students** for September must be pre-registered with a “**Current Grade**” of **0** and “**Next Grade**” of **0**.
- **New Pre-Primary students** for September must be pre-registered with a “**Current Grade**” of **-1** and “**Next Grade**” of **-1**.
- **French Immersion schools** who point students back to an English school (because he/she is leaving FI) must ensure that their “**Next Program**” **Code is changed to the correct English code**. If the “**Next Program**” code does not get changed, the English program school will show French Immersion students in their numbers.
- The “**Next School**” field should be left blank and “**Schedule This Student**” unchecked for any students who are not returning to any HRCE school in the 2022-23 school year.
- **High schools** must ensure that Program codes are accurate for all programs.

It is important that schools keep on top of ensuring that the “**Scheduling Setup**” for each student is accurate throughout the spring registration period. By following the steps above, schools will ensure accurate data is in place from the time of the first extract through to the final one. School configurations must respect the *EECD CAP* Guidelines.

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February 1

First day of Student Registration for all schools

Principals inform parents/guardians of registration guidelines

Reminder that parents /guardians may request Out-of-Area request forms from their home school at any time. (Principals can only receive them on/after April 1 for the 2022-23 school year)

February 28

Last day of designated registration period

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 7

- **First extract** of 2022-23 registrants from PowerSchool for all PP-12 students, including High Schools
- ***Note—please ensure that the data in PowerSchool is as accurate as possible. Particular attention must be paid to ensuring Next School, Next Year, (Grade), and Next Program are accurately identified for every returning student in the “Scheduling Setup” page**
- To verify student lists before each extraction, Principals can run two reports in PowerSchool
 - **System Reports > sqlReports>Scheduling - Next Year > Student List**
 - **System Reports > sqlReports > Scheduling - Next Year > Student Count by Program and Grade**

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 1

- First date receiving principals can accept *Out-of-Area Request* forms from parents/guardians (including online applications). The online link opens at 8 AM on April 1 and will remain available for 10 days (April 1 - 14)
- Principals must determine how to merge different Out of Area processes for submission in order to establish a numbered list. Out of Area students are to be accepted on a first come/first serve basis with consideration given to sibling rights

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 7

- **Second extract** of 2022-23 registrants from PowerSchool for all PP-12 students, including High Schools
- ***Note—please ensure that the data in PowerSchool is as accurate as possible. Particular attention must be paid to ensuring Next School, Next Year, (Grade), and Next Program are accurately identified for every returning student in the “Scheduling Setup” page**

April 26

- **Final extract** of 2022-23 registrants from PowerSchool for all PP-12 students, including High Schools
- ***Note—please ensure that the data in PowerSchool is as accurate as possible. Particular attention must be paid to ensuring Next School, Next Year, (Grade), and Next Program are accurately identified for every returning student in the “Scheduling Setup” page**
- Schools experiencing increased enrolment concerns after April 26th should keep their school supervisor informed.
- Enrolment growth that impacts space availability must be communicated as soon as possible

May 2022						
S	M	T	W	T	F	S
1	2	3	4	4	4	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May

- Staffing allocations will be sent to schools (*Date subject to budget approval*)
- Notice of Assignment Forms will be given to teachers (*Date subject to release of staffing allocations*)
- All students' bus pick up/drop off addresses for 2022-23 school year must be updated in PowerSchool

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1-23

- Principals will inform parents/guardians of:
- Decisions regarding *Out-of Area Request* applications no later than June 23
- Principals will inform sending schools of decisions regarding *Out-of Area Request* applications

June 30

- Last Day of School