

1. Sign-in to your Parent/Student Portal account

PowerSchool

Need to Create a New Parent Account?

To create an account, please contact the school to receive your child's Parent Access ID and Parent Access Password. Once you have retained the information, please proceed click on the "Create Account" button to establish a Username and Password.

Please note, Access ID and password must only be used to create the account and cannot be used as the Username and Password in the Parent/Student Sign in. If your account was created on or after February 2012, you do not need to create a new one.

Create Account

Returning Parent Sign In / Student Sign In?

Username: (Hint: Parent Access ID cannot be used as the username)

UserName

Password: (Hint: Parent Access Password cannot be used as the password)

.....

Did you forget your username and/or password?

Sign in

2. Select the child you are wanting to complete the intention for and then select the **Intentions for Next Year** link from the navigation menu. If you do not see the link, please contact your school.

The screenshot shows the PowerSchool portal interface. At the top, there are tabs for 'Grace', 'Jane', and 'William'. Below this is a 'Navigation' menu on the left side. The 'Intentions for Next Year' link is highlighted with a red circle. The main content area shows 'Grades and Attendance: Smith, Grace' with a table below it.

On the Intentions screen you will find your child's **Expected School for 2021-2022** and questions to confirm your intention.

3. Check the box to select the **Selected School for 2021-2022**. NOTE: Should you reside in an area where boundaries overlap, two school choices may be available. Select one.

The screenshot shows the 'Intentions for Next Year' screen. It includes a navigation menu on the left and a main content area. The 'Selected School for 2021-2022' section is highlighted with a red arrow. The table below shows the student's information and the selected school.

Student Name (Last, First)	Smith, William
Date of Birth	09/09/2010
Physical Address (Address, City, Postal)	
Current Grade	5
Current School	Father Michael Mireau
Expected School for 2021-2022	Father Michael Mireau
Selected School for 2021-2022 (Multiples are due to overlapping boundaries)	<input checked="" type="checkbox"/> Father Michael Mireau

- Select an answer of **Yes**, **No** or **No-Selecting Online** to the question “*Will you be attending your expected school*” and include any comments if applicable.

The screenshot shows the 'Intentions for Next Year' form. On the left is a sidebar with icons for School Information, Account Preferences, School Fees, Summary Report, Bus Information, Special Programs Home, and My Pass. The main form area has a question: 'Will you be attending your expected school?'. A dropdown menu is open, showing options: Yes, No, No-Selecting Online, and Other. A red arrow points to the dropdown menu. Below the question is a text area for 'Any information that might be useful to the next school if applicable?'. At the bottom, there are 'Office Fields' with checkboxes for 'Approved' and 'Unlocked', and fields for 'Approved by:' and 'Approved Time/Date: /'. A 'Submit' button is at the bottom right.

- ✓ If “**Yes**” is selected, click **Submit** to complete your Intention.

This screenshot shows the form after 'Yes' has been selected for the question 'Will you be attending your expected school?'. The 'Program' dropdown is also visible. The text area for comments is empty. The 'Office Fields' section at the bottom has checkboxes for 'Approved' and 'Unlocked', and fields for 'Approved by:' and 'Approved Time/Date: /'. The 'Submit' button is circled in red.

- ✓ If “**No**” is selected, continue to answer the follow up questions, making your selection from the dropdown menus available. Click to **Submit** your Intention.

This screenshot shows the form after 'No' has been selected for the question 'Will you be attending your expected school?'. Follow-up questions are now visible: 'What school do you wish to apply for', 'Program', and 'Will this student require Bus Service (if eligible)'. Each of these questions has a dropdown menu. Red arrows point to these dropdown menus. The text area for comments is empty. The 'Office Fields' section at the bottom has checkboxes for 'Approved' and 'Unlocked', and fields for 'Approved by:' and 'Approved Time/Date: /'. The 'Submit' button is circled in red.

- ✓ If **"No-Selecting Online"** is selected, continue to answer the follow up questions, making your selection from the dropdown menus available. Click to **Submit** your Intention.

Will you be attending your expected school? No-Selecting Online ▾

What school do you wish to apply for ▾

Why have you selected Online:

☒ Online Instruction is better suited to my child's learning style and will be attending online instruction for the entire 2021/2022 school year.

☐ Online Instruction was chosen due to the current pandemic protocols and my child will attend the first semester but we intend on returning to traditional In-school Instruction mid-year.

Any information that might be useful to the next school if applicable?

Office Fields

☐ Approved ☐ Unlocked Approved by: Approved Time/Date: /

Submit

5. A confirmation message will confirm the submission. Click **OK** to complete the transaction.

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Intentions for Next Year has been saved.

OK

Your name and a date stamp will document the timeline of the Intention and the page will be locked from any future changes. Please contact the school if changes are required.

Office Fields

☐ Approved ☐ Unlocked Approved by: Approved Time/Date: /

Submit

Intentions has been submitted by Janine Scott on 2021-2-22 at 11:10:39 AM

Communication to expect AFTER April 10th, 2021:

- ✓ Should your Intention be accepted by the destination school, you will receive an email notification.
- ✓ Should your Intention be declined, the destination school will contact you by phone for further discussion.