

# AUSTIN O'BRIEN REGISTRATION INFORMATION 2022-2023

**Please complete the registration process based on which school you attend(ed).**

Please keep in mind that you will receive an email confirmation regarding your child's acceptance to AOB by **April 15**. **(Please ensure your email address is correct.)**

**Please follow the directions for either A, B, or C.**

**A) If you are a student in one of our feeder schools below:**

**St. Brendan  
Father Michael Troy  
St. Elizabeth Seton  
St. Nicholas**

**Please follow the steps below:**

1. In your Parent PowerSchool account, please indicate your child's intention to attend AOB for the 2022-2023 school year in PowerSchool. This can be found on the left-hand side of the Parent PowerSchool Menu.
2. In March, AOB Admin will meet with each student virtually to complete course registration requests. You DO NOT need to submit a new application to AOB or make an appointment. All will be taken care of virtually during the school day. Parents and students will see the course selections on the PowerSchool portal as a Next Year Request following the meeting.

**B) If you are a current Edmonton Catholic School student, but are not attending one of our feeder schools or live in our catchment area:**

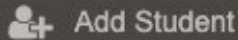
**Please follow the steps below:**

## Parents with Current ECSD Students

**Use your current PowerSchool Parent Portal account to access School Engage**

<https://powerschool.ecsd.net>

1. Log onto the PowerSchool Parent Portal using you existing account, and then click on the School Engage Icon.

A dark grey button with a white plus sign and a person icon, followed by the text "Add Student".

2. Add your student using this icon - - > on the left-hand side, click there to enter your student's first name, last name, and date of birth and click Save. This adds this student to your student list in School Engage so you can start the Application.
3. On the right-hand side of the screen, you will see the 2022-23 NEW Student,

A light grey button with a dropdown arrow, a yellow box containing "2022-2023", and the text "2022-2023 New Student Application". To the right is a green button with a white plus sign and the text "New".

and you will click on the NEW Button to get started.

4. Read and continue through the application, making sure to answer all required fields (they will be **RED**).
5. After you have completed and signed the form, Click Submit. (It will not let you submit if there is missing information.)
6. You will receive ON SCREEN confirmation messages and EMAIL confirmation messages when the form has been submitted to ECSD, to register additional children, start again at step 4 for each student.

**C) Students who have NEVER attended an Edmonton Catholic School in the past, please note the following dates and create a School Engage Account following the steps below:**

### **Important Dates:**

**March 1-10** – If your child has **never attended an Edmonton Catholic School**, please call 780-466-3161 starting March 1st to book an appointment for the March 10 course selection. (Not a guarantee of acceptance)

**March 9** – AOB Open House Online at 6:30pm

**April 15** - If you do NOT receive confirmation of acceptance by **April 15**, please call the school at 780-466-3161 and our Admin Support will confirm your email address.

**Please follow the registration steps below:**

**NEW to Edmonton Catholic Schools**

**Create a new School Engage account with ECSD to get started**

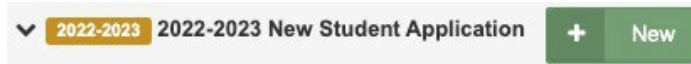
<https://ecsd.schoolengage.ca>

7. On the SchoolEngage page, click the Create new account link to get started, once the account is verified via email, Sign-in to your account.



8. Add your Student using this icon --> on the left-hand side, click there to enter your student's first name, last name, and date of birth and click Save. This adds this student to your student list in School Engage so you can start the Application.

9. On the right-hand side of the screen, you will see the 2022-23 NEW Student,



and you will click on the NEW Button to get started.

10. Read and continue through the application, making sure to answer all required fields (they will be **RED**).
11. After you have completed and signed the form, Click Submit. (It will not let you submit if there is missing information.)
12. You will receive ON SCREEN confirmation messages and EMAIL confirmation messages when the form has been submitted to ECSD. To register additional children, start again at step 4 for each additional student.

- Grades (report card, up to date PowerSchool or School Zone print out etc.)
- Proof of Address (student residence)
- Birth Certificate (regardless of country)
- Citizenship papers (PR card or forms, study permit, work permit) if applicable
- Baptismal Certificate (Optional)

After completing the online registration, please make a course registration appointment in the following link: <https://www.ecsd.net/8402>

IMPORTANT: Your appointment will NOT be honoured if the above documents are missing or incomplete.

An appointment will be required for course selections on March 10th.

The parent/guardian and the student must be in attendance in the virtual meeting for the course selection appointment. You will receive a link to the virtual meeting in the email you provide in the appointment link.

**If you missed the March 10th Registration Day, you may still register for Austin O'Brien Catholic High School for the 2022-2023 school year. Please contact the office if you have any additional questions: 780-466-3161.**