

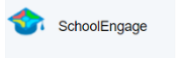
Home Education Program Plan (HEPP) Form

Getting Started

SchoolEngage, a sub system of PowerSchool, makes it possible for parents who have children currently registered with The Centre for Learning@HOME to complete and submit **Forms and Applications** online. For example, parents are now able to open, edit and submit forms like the HEPP or Reimbursement form online using either **Firefox, Chrome or Safari** as your web browser. Quick and easy access.

To login to PowerSchool (PS), and then access SchoolEngage, click on the link directly below from your web browser:

<https://powerschool.redeemer.ab.ca/public/>

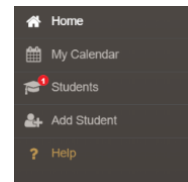
Parents **MUST** use their PowerSchool username and password to login to PowerSchool. Once you are logged in, you are able to see the SchoolEngage icon,  , located at the bottom of the left-hand column of the open window.


If you log in as a student, you are not able to click the Submit button after you have completed a form. Logout, and log back in using your **PARENT** username and password.

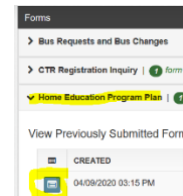
If you require assistance with your PowerSchool username or password, please contact your Family Service Coordinator.

Please use the PowerSchool username associated with the email address you used when you first set-up your account. If you are experiencing difficulties logging into PowerSchool, please contact your Family Service Coordinator.

Once in SchoolEngage, click on Students, then click on the name of each child that you need to complete a HEPP form for.



Look to the upper right side of your screen under FORMS to access the Home Education Program Plan. Click on the blue icon,  , to open and edit the form.



** Each child must have an individualized Home Education Program Plan*

1. The name of the student, first and last name, school attending, and grade level should be filled in for you. However if they are not, or you wish to make any changes please do so at this point.
2. School year, please ensure you select the correct school year the HEPP is being prepared for from the drop down list provided.
3. Fill in your Home Phone and Visiting Teacher (if known). If you have not yet been assigned a Visiting Teacher, or can not remember that Visiting Teacher's name, please just leave it blank and a staff member will fill in this field for you later.

Very Important!

4. You must check off all subjects that are being delivered by you (parent) as the Teacher. Please DO NOT check off the subjects that are Online or Print-based, and are being taught by our Centre for Learning@HOME teachers.
5. For each subject you select you will have the ability to list all the resources, materials, activities, goals, or topics that you plan on utilizing for the school year, in order to instruct your child in each specified subject. (Please see the chart below for: **Key Phrases for Filling in the HEPP**).

Key Phrases for Filling in the HEPP

Under each Subject Area:

1. List the **name of the curriculum** being used for each subject. i.e. Bob Jones, Math U See, Explode the Code, All About Reading, Mystery of History, The Good and the Beautiful, etc.
2. In general terms list the **topics** you plan on covering during the school year:
 - a. Science – geology, animal studies, chemistry, physics, and other science-related topics of interest throughout the year
 - b. Language Arts – reading, writing, grammar, handwriting, printing, etc.
 - c. Social Studies – Canadian History, European History, different types of government, etc.
 - d. Art – exploring a variety of art areas and mediums, art history
3. Next to each subject, choose “as per Learning Outcomes covered by chosen curriculum”, if you are planning to use a specific curriculum. For all parent-directed programs choose, “as indicated on Learning Outcomes (Alberta Regulation 89/2019) NOT following AB ED Program of Study.” If applicable, you may choose both outcomes.

Tips for Filling in Specific Subject Areas:

PE/Health:

- Are you planning to purchase some PE equipment? Check the Ab. Ed. Standards for Home Education Reimbursements ([click here](#)) to ensure that it will be covered before purchasing, and then be sure that specific sport is listed in the PE box.
- Are you planning to submit receipts for dance lessons? Swimming lessons?

Art:

- Art kits and supplies related to various art studies.
- Are you planning to submit receipts for art lessons? Classes?

Music:

- Are you planning to submit receipts for music lessons?
- Are you purchasing a musical instrument? Check the Ab. Ed. Standards for Home Education Reimbursements to ensure that it will be covered before purchasing.

Drama

- Are you planning to submit receipts? Drama camps?

Religious Studies

- Various devotions, books, or online apps, programs, or bible studies

The following statements will appear at the bottom of the forms on all HEPP's to ensure these resources are covered:

Resources and activities that may apply to any of the subject areas listed above:

- Various age appropriate readers and novels to support areas of study
- Various educational games, puzzles, manipulatives, and other resources/supplies to support areas of study
- Various field trips/admissions and lessons to support areas of study
- Various educational kits to support learning as related to areas of study
- Various art supplies and various mediums of art to support program
- Various online resources (subscriptions, apps, etc.) as related to areas of study
- Various software and hardware items that will support areas of study
- Various films, documentaries, shows, and/or magazines as related to areas of study

6. On Tab 2, check all the applicable Instructional Methods & Activities. Then choose the way you will be assessing progress in the Assessment Methods box.
7. On Tab 3, please review the Home Education Regulation, then click **SUBMIT**.
8. At anytime, you can update your child's HEPP by logging back into PowerSchool and going to SchoolEngage, and then back into the form you already started. Just remember to **SAVE** each time you add anything to the form.
Please DO NOT remove any information from the HEPP!

If at anytime you are unsure about what to include on your HEPP, your Visiting Teacher and/or Family Service Coordinator (FSC) can assist you.