

How to Upload Documents in SchoolEngage

Please use this as a reference if you need assistance uploading any documents into SchoolEngage. To access SchoolEngage, you will need to login to your PARENT PowerSchool Account. Once logged into PowerSchool, at the bottom of the left column you will see SchoolEngage. Once in SchoolEngage, select the appropriate child that you need to upload to. Then to the right of your screen under Forms you will see all forms listed. Click the **blue square** to **open** the correct form you need to upload to.

To begin with, it is important to prepare the documents that you maybe asked to upload. The easiest way to prepare documents is to save as a PDF, or as a picture (jpeg), renaming it (if working on a computer) with your students name & what the document is. i.e. Smith, John – Alberta Birth Certificate.

Whenever you see this symbol for Uploads:



Click on this Upload symbol to begin.

REPORT CARDS & HOME EDUCATION ASSESSMENTS

For a Report Card or Home Education Assessment Upload:

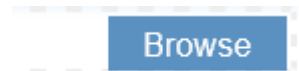
[Recent Report Card and/or Home Education Assessment – please attach \(this document is required to fully process your inquiry\)](#)

A dropdown menu with a grey "x" icon and "Cancel" text in the top left corner. The main area contains the text "File Category" followed by a downward-pointing arrow.

For File Category, choose: School: Report Card

A dropdown menu with a grey "x" icon and "Cancel" text in the top left corner. The selected option is "School: Report Card".

Then select the appropriate Report Card file from where you saved it, by clicking on the Browse button.



INDIVIDUAL PROGRAM PLAN or LEARNING SUPPORT PLAN

The same steps should be followed if you need to upload a IPP or ISP:

[If your child has an Individual Program Plan \(IPP\) or Learning Support Plan \(ISP\), please upload a copy here.](#)



File Category is: IPP

LEGAL DOCUMENTS

For uploading any Legal documents, please choose the closest descriptor to the document you are uploading from the following 3 options:

Legal: Court Order

Legal: Guardianship Order

Legal: Other Adoption Order

PERSONAL IDENTIFICATION

For uploading Birth Certificate or Identification documents, please choose the closest descriptor to the document you are uploading from the following options:

Identification: Alberta Birth Certificate

Identification: Alberta Change of Name Certificate

Identification: Alberta ID Card

Identification: Alberta Operators License

Identification: Canadian Birth Certificate

Identification: Canadian Marriage Certification

Identification: Canadian Passport

Identification: Foreign Birth Certificate

**** Please note**, a birth certificate is required to be uploaded for each student that applies to The Centre for Learning@HOME. A permanent document such as a Canadian document is always preferred over a document with an expiry date. If you need assistance with what type of document you should upload, please phone the school and speak to your Family Service Coordinator (FSC).

COURSE SELECTIONS

For uploading course selections into TheCentreForLearning@HOME – Course Selections Form, please fill out the fillable PDF from our website wherever possible, then save file to your computer (i.e. Smith, John – Course Selections). Then go to File Upload within the above mentioned form, and for File Category, choose CFL: Course Selections.

File

Please upload course selections here

