

Parent Instructions - Student Enrollment Verification

It is essential that this verification process be completed by **September 30**. Completion of this form each year ensures that we have accurate information for emergency communication as well as current contact and medical information. If you fail to complete this form, your child's ability to leave school grounds for walking field trips, as well as participating in class/team photos, being recognized in other school materials or accessing division technology may be compromised.

In order to confirm your child's registration with Black Gold School Division, you must have:

- An active PowerSchool Parent Portal Account.
- An Internet connected computer, tablet or phone.

Important: If you do not already have a parent portal account please contact your school, during school hours, for assistance.

UPLOADING DOCUMENTS: Please note that you do **NOT** have to upload birth certificates, citizenship documentation, custody documents or proof of residence **if there have been no changes** since you last provided the documents.

Thank you for your cooperation in this matter!

Black Gold School Division

Instructions:

- **Step 1:** Visit <https://powerschool.blackgold.ca/public>
- **Step 2:** Login using your Parent Access Account.
- **Step 3:** From the left-hand menu select "Student Enrollment Verification".
- **Step 4:** Confirm the information is correct.
- **Step 5:** Repeat steps 1-4 for every one of your children registered within Black Gold School Division.

Frequently Asked Questions

What if I do not have a Parent Portal Account?

Please contact your school for instructions as soon as possible.

I'm having trouble completing the form?

Please contact your child's school for help.

What if I do not have access to a computer?

Please contact your school for help.

Will both parents need to fill out the Student Enrollment Verification Form?

No. The form need only be completed by one parent. Whoever starts it must complete it.

Can I use my phone to fill out the form?

Yes but you must use an Internet browser to fill in the form and not the PowerSchool App. It's important to choose the desktop version of the [PowerSchool Parent Portal](#).

What if I make a mistake BEFORE submitting the form?

If you would like to make a change, click on the "Previous" button at the bottom of the screen to return to a previous page.

I've completed the form, now what?

When you have finished entering your information, click "Submit." This will send all the information you've entered to your school. If you cannot click on this button, you will need to make sure that you have answered all required questions. Questions that you have forgotten to answer will be indicated by a red required label beside them, click the red number to be brought to the question you need to answer. If you continue to have problems submitting the form, please contact the school.

What if I need to make a change AFTER submitting the form?

If you would like to make a change after you have submitted the form, please contact the school.

What if I have more than one student in the Division?

You will need to do this for each of your registered children because you will need to provide information that is specific for each child. Please return to <https://powerschool.blackgold.ca/public> to complete the form for each child.

What if I completed a Current Year New Student Registration Form?

If you are new to the Division and completed the New Student Registration Form before the end of August, we ask that you also complete the Verification Form to ensure your school has the most up to date contact information for the new school year. If you click on the Student Enrollment Verification link and you get an error please contact your school. They will be able to let you know whether you need to complete the verification form.

Why do I need to complete my child's medical information again?

It is important that the Division and your school has the most up to date medical information for your child each year. Please complete this section even if nothing has changed since the last school year.

When is this due?

The due date for submission is **September 30**.