

How to Fill out and Submit Online Registration

Things you will need

- Full address with postal code
- ASN Alberta Student Number
- Valid Email Address

Step 1.

After receiving the Registration email, please click on the attached PDF and download/open.

This will vary depending upon the device you are using.

If you do not have a PDF viewing application like Adobe Reader, you may download it here:

<https://get.adobe.com/reader/>

This will apply to PC/MAC computers

For Chromebooks,

You may edit the PDF in Chrome browser, should you like to.

Simply right click the PDF from where you downloaded it to and open with Chrome.

It will open in another tab.

Step 2.

Please open the PDF and fill out the information needed...please read the form carefully.

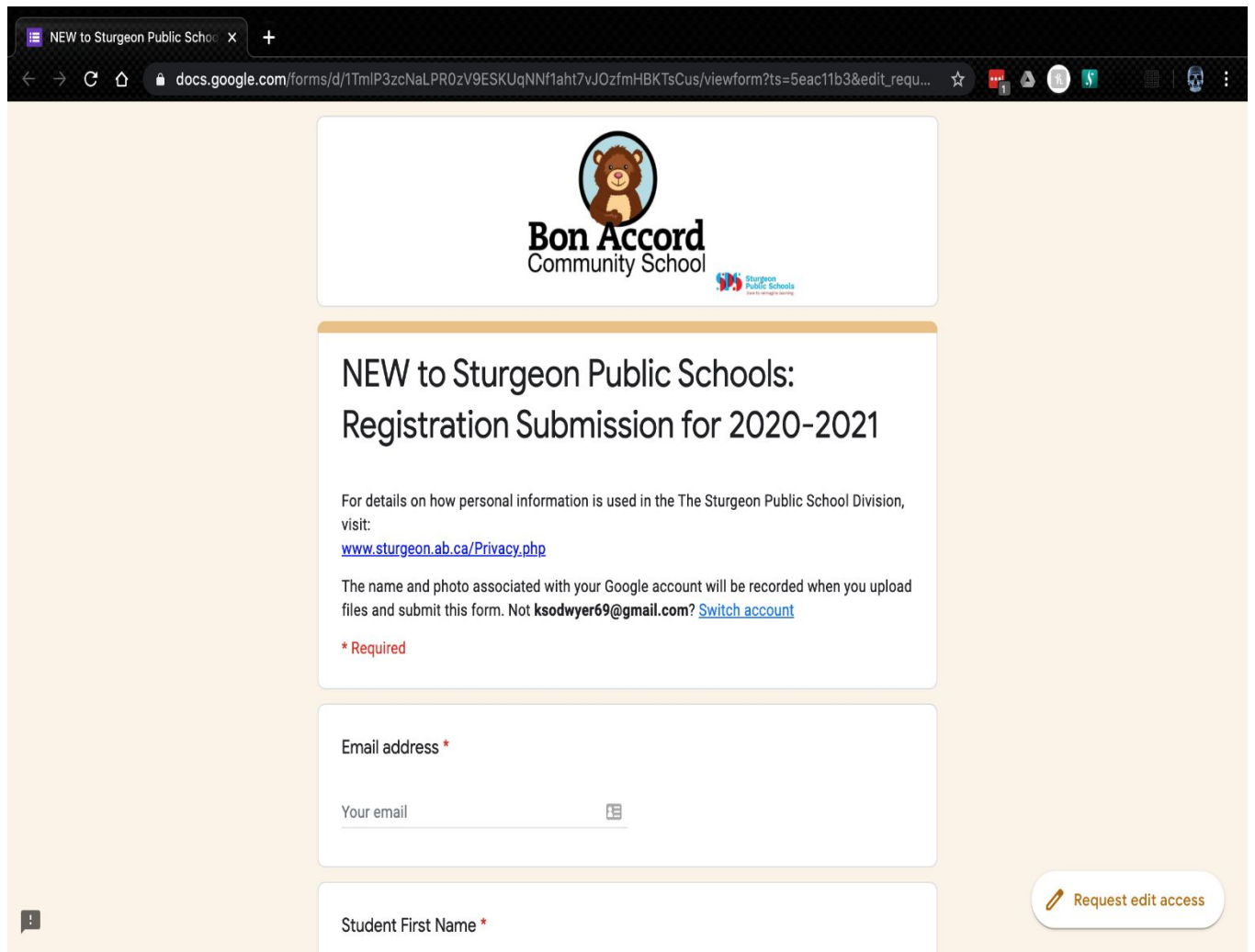
After filling out all student information, Please save the completed document before uploading.

- To save, Click file in the upper left.
- Save As, New Student Registration Form 2020-2021. (This should be automatically filled) and choose somewhere on your computer to save it.

(Please make Note where you have saved it)

Step 3.

Please fill out the online Sturgeon Public Schools form.



The screenshot shows a web browser window with a single tab titled "NEW to Sturgeon Public Schoo". The address bar shows the URL: docs.google.com/forms/d/1TmIP3zcNaLPR0zV9ESKUqNNf1ah7vJ0zfmHBKTScus/viewform?ts=5eac1b3&edit_requ... The main content area features the Bon Accord Community School logo at the top, which includes a bear icon and the text "Bon Accord Community School" and "Sturgeon Public Schools". Below the logo is the title "NEW to Sturgeon Public Schools: Registration Submission for 2020-2021". A paragraph of text provides information about privacy and account switching, with a link to "www.sturgeon.ab.ca/Privacy.php" and a link to "Switch account" for the email "ksodwyer69@gmail.com". A red asterisk indicates a required field. Below this, there are two form fields: "Email address *" and "Student First Name *". The "Email address" field contains the placeholder text "Your email" and an email icon. In the bottom right corner, there is a button labeled "Request edit access" with a pencil icon.

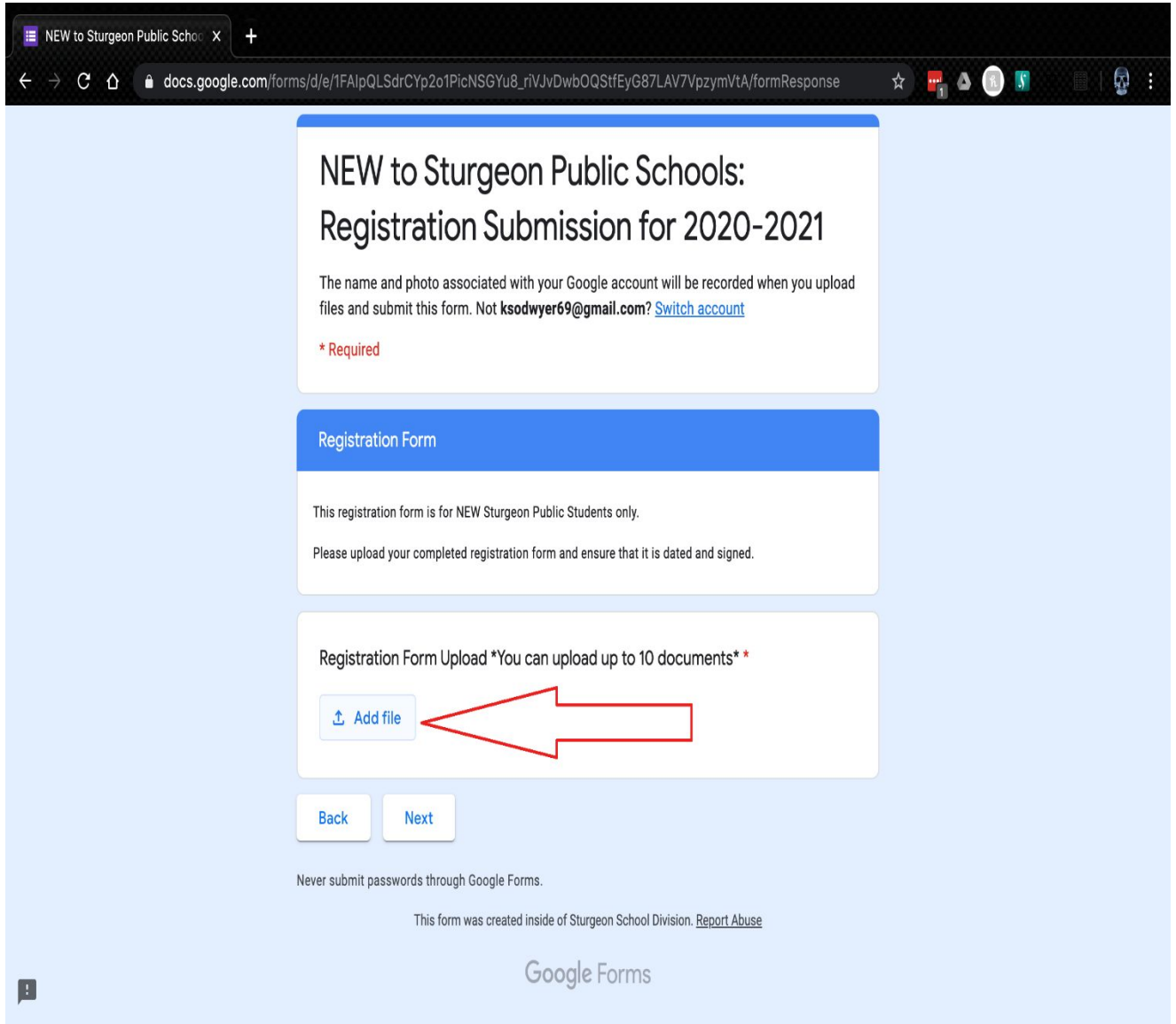
Please make sure to fill out all required areas.

At the bottom of page 1 of this online form, Press next

The image shows a browser window displaying a Google Form. The browser's address bar shows the URL: docs.google.com/forms/d/1TmlP3zcNaLPR0zV9ESKUqNNf1ah7vJvOzfmHBKTSus/viewform?ts=5eac11b3&edit_requ... The form contains four text input fields, each with a red asterisk indicating a required field. The fields are labeled: "Your answer", "Parent/Guardian First Name: *", "Parent/Guardian Last Name: *", and "Parent/Guardian Phone Number: *". Below the last field is a "Next" button, which is highlighted by a red arrow pointing to it from the right. At the bottom of the form, there is a warning: "Never submit passwords through Google Forms." and a note: "This form was created inside of Sturgeon School Division. [Report Abuse](#)". The Google Forms logo is centered at the bottom, and a "Request edit access" button is in the bottom right corner.

Step 4

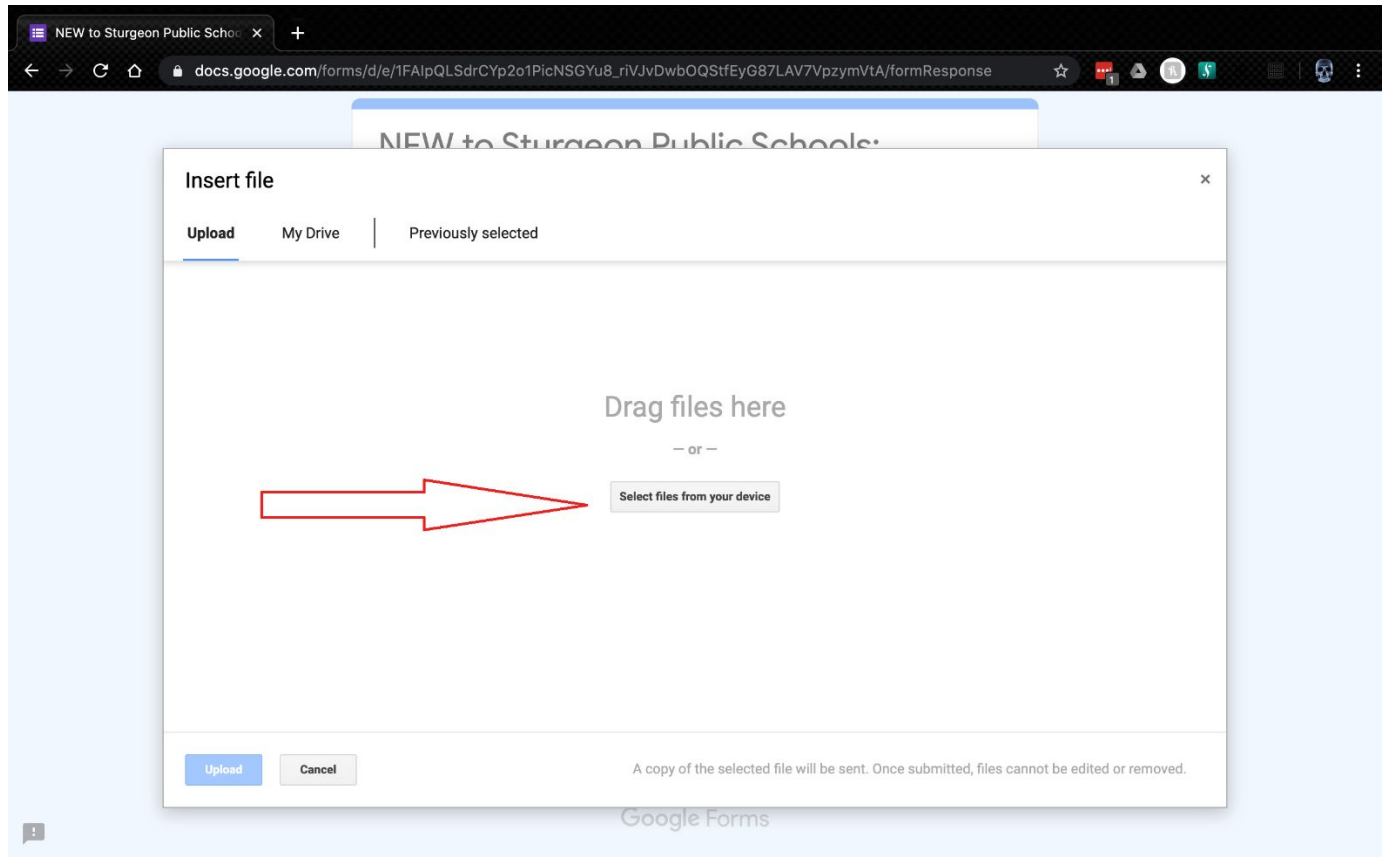
1. Now upload the PDF form that has been filled out in **Step 2**



The screenshot shows a web browser window with the address bar displaying a Google Forms URL. The page title is "NEW to Sturgeon Public Schools: Registration Submission for 2020-2021". Below the title, there is a warning message: "The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ksodwyer69@gmail.com? [Switch account](#)". A red asterisk indicates a required field. The main content area is titled "Registration Form" and contains the text: "This registration form is for NEW Sturgeon Public Students only. Please upload your completed registration form and ensure that it is dated and signed." Below this, there is a section for "Registration Form Upload *You can upload up to 10 documents**" with an "Add file" button. A red arrow points to the "Add file" button. At the bottom, there are "Back" and "Next" buttons, a disclaimer "Never submit passwords through Google Forms.", and a footer "This form was created inside of Sturgeon School Division. [Report Abuse](#)". The Google Forms logo is visible at the bottom right.

2. Click **Add file**

3. Click **Select Files from your device**

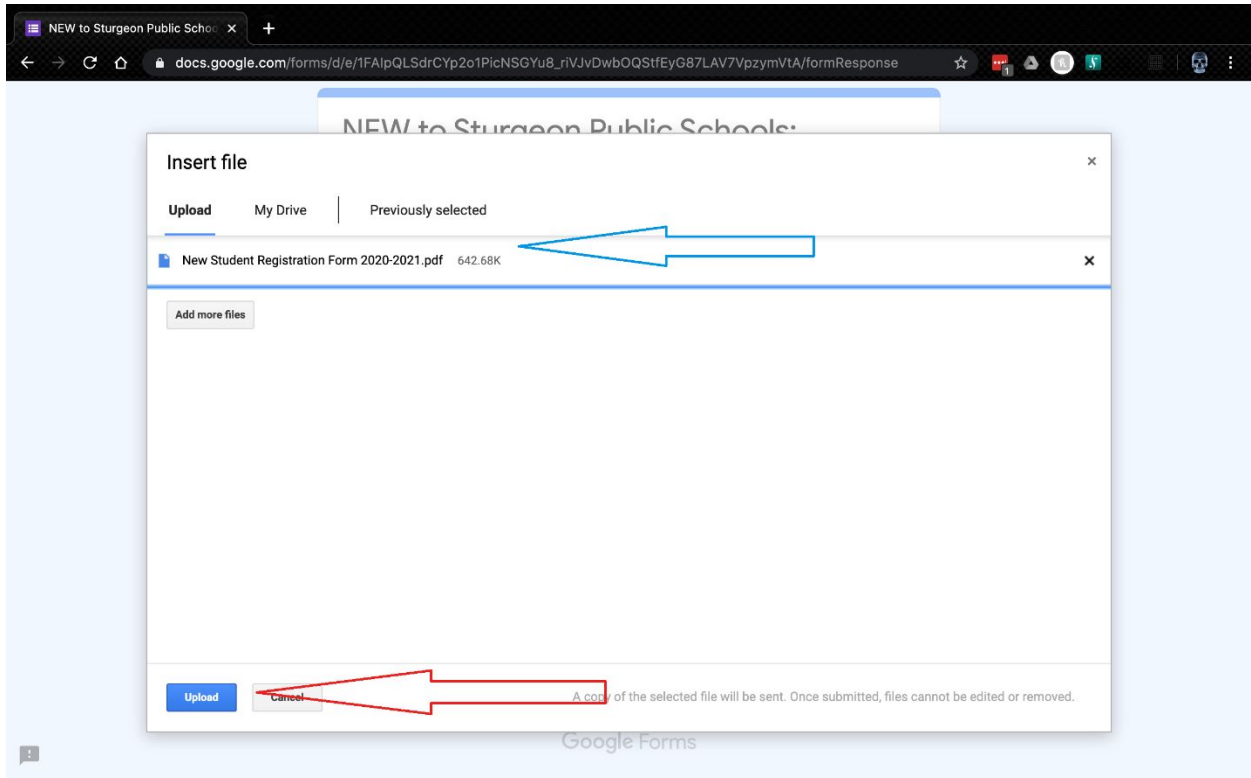


4. Navigate to where you have saved the completed PDF, ***** as noted in Step 2**

5. Click either open/add

Your file will upload.

The uploaded file will appear at the top of the “Insert File” Box



6. Click Upload in the lower left

Click Next

7. Please click the appropriate “**Acceptance Declaration**”

The screenshot shows a Google Forms interface for an 'Acceptance Declaration'. The form is titled 'ACCEPTANCE DECLARATION *' and contains three main sections. The first section has two radio button options: the first is selected and has a red arrow pointing to it, and the second is unselected. The second section is a text input field for 'Parent/Guardian Signature (electronic) (type name of Parent/Legal Guardian or Independent Student) *', with a red arrow pointing to the input area. The third section is a date input field for 'Today's Date *', with a red arrow pointing to the input area. At the bottom, there are 'Back' and 'Submit' buttons, with a red arrow pointing to the 'Back' button. A message at the bottom states: 'A copy of your responses will be emailed to the address you provided.'

8. Enter your First name and Last name

9. Enter date

10. Click Submit

You will receive an email confirming the receipt of your form.

Please check your Junk mail if you have not received one.