



April 4th, 2022

Good afternoon families,

CGCS is excited to be moving towards a single Student Information System (SIS) Edsembli, as we align our school software programs and processes. Edsembli has a parent portal, which will allow families to eventually have access to their student's information, such as registration, viewing report cards and attendance, as well as fee payment. For this year, we will be completing registration/re-registration using the parent portal in Edsembli. As this is a new process, we suspect there may be unforeseen technical issues, and encourage families to reach out to the main office if they require support. Similar to previous years, completing the registration will take approximately 10 - 15 minutes.

All families will need to create an Edsembli family account to register students. (See instructions below). Current families will receive their login information and URL following this communication to the same email address that all CGCS communication is sent. If you do not receive an email, please contact the main office. If you are new to CGCS, please see below for the URL links to our registration program. New families will be required to create a username and password upon logging in.

Below you will find important information about registering for the 2022-2023 school year.

**The registration deadline for 2022 - 2023 returning students is Monday, April 11th, 2022.**

### **Getting Ready to Register**

Registration is an important part of planning for the upcoming school year. It is important that all families complete their registration by the deadline in order to secure their spot for 2022-2023. This will ensure placement into a homeroom, option selection in grades 7-9 and bus routes for those families who require bussing.

This year, we have placed a number of prospective students on a *waitlist* for entry, while ensuring that spaces are available for current CGCS families and students first. It is important that returning families have completed their re-registration by **Monday, April 11th**, or have let us know that they will not be returning to CGCS **as soon as possible**.

We extend offers for placement to students on our waitlist following April 11th, 2022. **Returning students who do not re-register by the deadline risk losing placement for the upcoming school year.**

If your student currently attends CGCS and is not re-registering for the upcoming school year, please email the main office as soon as possible so that we can release that spot to a student on our waitlist. This email can be sent to the office at [office@mycgcs.ca](mailto:office@mycgcs.ca).

**In order to prepare for registration, families will need to:**

- (1) Pay any outstanding fees (applies to families with students currently attending CGCS) in [FAMILY ZONE](#).
- (2) Create an Edsembli family account (all families). Please see the instructions below on how to create a new account (new families) or retrieve your password (current families).

**To register:** If you have a student currently enrolled at CGCS

- (1) Enter your family email address in the username field and click Login. **Your user name** is the Family email address provided to CGCS - same email where all school communications are sent.
- (2) Then, click on **Request a Password Change**. You will then be emailed a temporary password to gain entry to the system, where you will be prompted to select your own password.

If you are a **CURRENT** CGCS family, use the links below, and use the “Request a Password Change” option and follow the instructions.

- **Bel Aire Link (Current grade 4 and 5 students):** [CLICK HERE](#) \*Current grade 5 students, entering grade 6 at Lakeview will need to register at the Bel Aire campus.
- **Lakeview Link:(Current grade 6-8 students)** [CLICK HERE](#)

If your family is **NEW** to CGCS, use the links below, **Create Account** and follow the steps provided.

- **New Family Link:** (Bel Aire Campus- Entering Gr 4 - 5)
- **New Family Link:** (Lakeview Campus- Entering Gr 6 - 9)

## How to Login and Create a Family Account

The screenshot shows the edsembli login and registration interface. The 'User name:' field is circled in red, with a red arrow pointing to it from a dark red box labeled 'Current CGCS Families'. Below it is a 'Login' button. Below the login section, the text 'If you do not have a parent account, please click Create Account to get started' is present. The 'Create Account' button is also circled in red, with a red arrow pointing to it from a dark red box labeled 'New to CGCS Families'. Below this, the text 'If you have registered but did not receive an activation email, click here to [resend activation email](#)' is shown. On the right side, there is a registration form with fields for 'First Name:', 'Last Name:', 'Email Address:', 'Confirm Email Address:', 'Password:', and 'Confirm Password:'. At the bottom of the form are 'Back' and 'Create Account' buttons.

### General Information about Registration

Families must complete a registration form for **each** student attending CGCS in the upcoming school year. Please ensure you complete one form for each child, not one form for the family. At this point in time, we are currently exploring how to create auto-filled fields with basic information, such as address and contact information. While we work with Edsembli to complete this task, families will be required to enter this information for each child.

If you have any questions throughout the registration process, please do not hesitate to contact the main office for support at 403-220-0745 or [office@mycgcs.ca](mailto:office@mycgcs.ca)

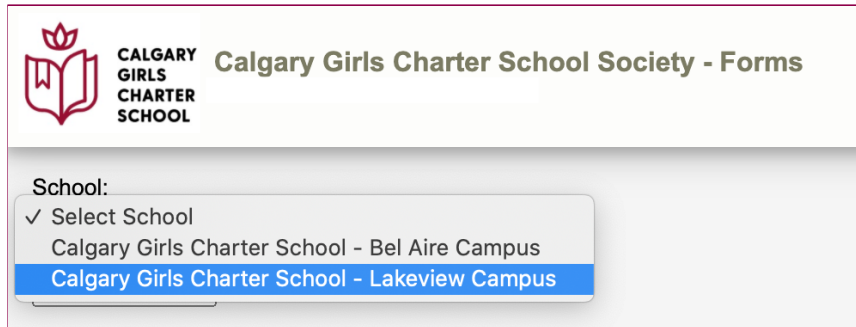
### Registration - Step-by-Step

**Step 1** - Locate the <Online Student Registration> link at top of the information page (see pictures below)

The screenshot shows the edsembli CONNECT user interface. At the top left, there are links for 'Logout', 'My Profile', and 'Online Student Registration'. The 'Online Student Registration' link is circled in red, with a red arrow pointing to it. At the top right, the text 'Calgary Girls Charter School - Lakeview Campus' is displayed. Below the navigation bar, there is a 'Home' button and a 'Session Timeout: 19:32' indicator. The main content area shows 'Students: (2)' and a dropdown menu for 'Student Name' with 'Calgary Girls Charter School - Lakeview Campus' selected. Below this, there is a 'Choose Selection' dropdown and a navigation menu with 'Home', 'Personal', 'Attendance', 'Timetables', and 'Accounts' options. The 'Attendance' option is selected, and the main content area displays 'Student Name' and 'Student Attendance & Class Information'.

## Step 2 - Selecting the Campus

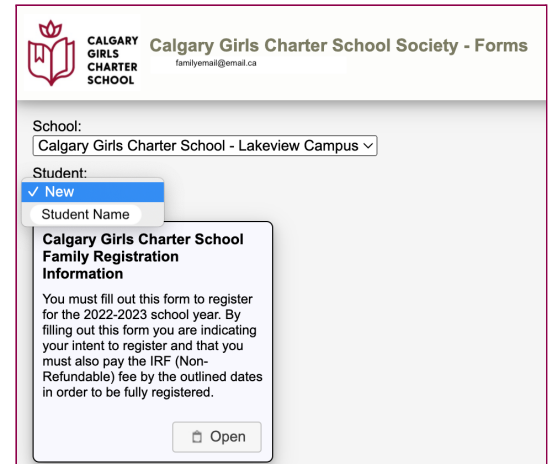
From the drop down menu, please select the campus your student currently attends. CGCS will move the child to the appropriate campus in the fall, as needed. Indicate whether or not your student is a new student or select the name of the current student you are registering. After selecting the student, click **Open**, which will take you to the registration form.



CALGARY GIRLS CHARTER SCHOOL **Calgary Girls Charter School Society - Forms**

School:

- ✓ Select School
- Calgary Girls Charter School - Bel Aire Campus
- Calgary Girls Charter School - Lakeview Campus**



CALGARY GIRLS CHARTER SCHOOL **Calgary Girls Charter School Society - Forms**  
familyemail@email.ca

School:  
Calgary Girls Charter School - Lakeview Campus

Student:  
✓ New

Student Name

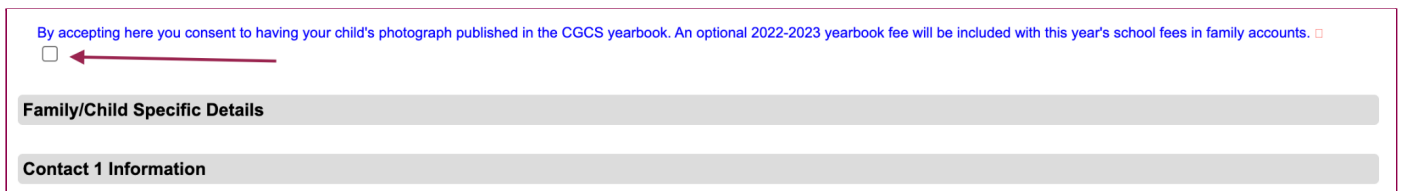
**Calgary Girls Charter School Family Registration Information**

You must fill out this form to register for the 2022-2023 school year. By filling out this form you are indicating your intent to register and that you must also pay the IRF (Non-Refundable) fee by the outlined dates in order to be fully registered.

Open

## Step 3 - Completing the Form and Submitting

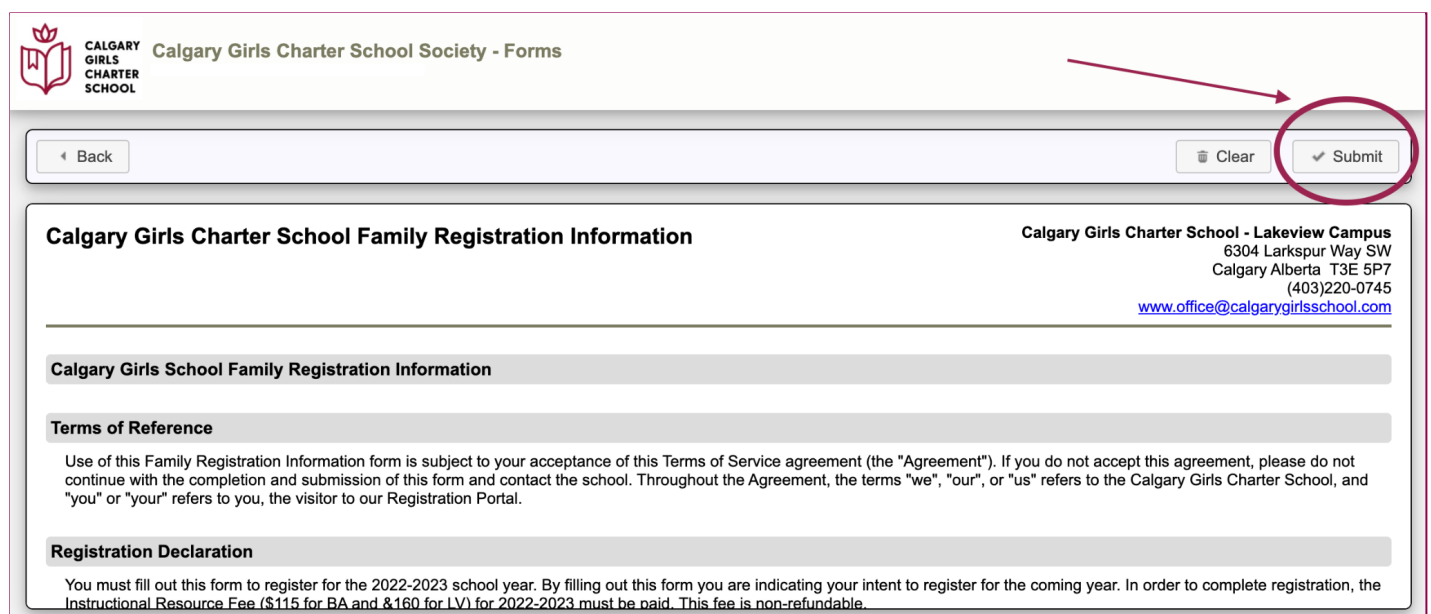
→ Ensure you complete *each* section as seen below, with checkbox:



By accepting here you consent to having your child's photograph published in the CGCS yearbook. An optional 2022-2023 yearbook fee will be included with this year's school fees in family accounts.

Family/Child Specific Details

Contact 1 Information



CALGARY GIRLS CHARTER SCHOOL **Calgary Girls Charter School Society - Forms**

Back Clear Submit

**Calgary Girls Charter School Family Registration Information** **Calgary Girls Charter School - Lakeview Campus**  
6304 Larkspur Way SW  
Calgary Alberta T3E 5P7  
(403)220-0745  
[www.office@calgarygirlsschool.com](http://www.office@calgarygirlsschool.com)

**Calgary Girls School Family Registration Information**

**Terms of Reference**

Use of this Family Registration Information form is subject to your acceptance of this Terms of Service agreement (the "Agreement"). If you do not accept this agreement, please do not continue with the completion and submission of this form and contact the school. Throughout the Agreement, the terms "we", "our", or "us" refers to the Calgary Girls Charter School, and "you" or "your" refers to you, the visitor to our Registration Portal.

**Registration Declaration**

You must fill out this form to register for the 2022-2023 school year. By filling out this form you are indicating your intent to register for the coming year. In order to complete registration, the Instructional Resource Fee (\$115 for BA and \$160 for LV) for 2022-2023 must be paid. This fee is non-refundable.

#### **Step 4 - Paying Outstanding Fees and Deposit Fee**

Outstanding school fees will continue to be paid through your family account in the Family Zone. More information will follow regarding paying your Instructional Resource fee (IRF) to secure placement for 2022-2023 as well as other 2022-2023 fees. For questions regarding outstanding fees or to arrange payment, please contact the Board office at 403-220-0745 or [admin@mycgcs.ca](mailto:admin@mycgcs.ca).

**The registration deadline for 2022 - 2023 students is Monday, April 11th, 2022.**

#### **Support with Registration**

Using Edsembli is a new process for CGCS, and we anticipate we will learn a lot through our new process. If you are experiencing any difficulties with the re-registration/registration process, and/or need support, please do not hesitate to reach out to our main office at [office@mycgcs.ca](mailto:office@mycgcs.ca) or call 403-220-0745.

Calgary Girls Charter School

#### **LAKEVIEW CAMPUS**

6304 Larkspur Way SW  
Calgary, AB T3E 5P7  
P: 403.220.0745

#### **BEL AIRE CAMPUS**

1011 Beverley Blvd SW  
Calgary, AB T2V 2C4  
P: 403.220.0745

**[CALGARYGIRLSSCHOOL.COM](http://CALGARYGIRLSSCHOOL.COM)**