

Online Elementary Registration Dashboard (PowerSchool) – Instructions for Parents/Guardians

Note:

Admissions Requirements:

1. [Kindergarten](#)
2. [Elementary](#)

To find out which Catholic school is in your area, use the [Peel Region](#) and [Dufferin County Find My School tools](#) or contact the Planning Department at 905-890-0708 ext. 24440.

The information below explains how to access the **Online Registration** webpage and register a student. **If you are new to the DPCDSB, you will need to create an account.** Click [Here](#) for instructions.

Step 1

To access the Online Registration site:

- Go to the DPCDSB website dpcdsb.org.
- On the Schools tab, click on Register for School.
- Click **REGISTRATION INFORMATION** under the appropriate grade level.

OR

- Click this link [Online Registration](#).
- **First Time Access** – see instructions to [Create a Parent Account](#)
- **Subsequent Access** – now that an account has been created, whenever you want to access Online Registration, just click the [link](#), and log in with the username and password for the account you created.

Important notes:

It is not necessary to complete the entire form at one time. The form is saved automatically with each entry, so you can sign out at any time and complete the form later.

Mandatory fields are indicated with a “required” button. The form cannot be submitted unless all mandatory fields have been completed.

Step 2

- **Starting a Registration Form (after you've created an account)**

If you are new to DPCDSB you will be asked to **Add a Student**.

Student Registration 2022-2023

Add Student

First Name

Last Name

Date of Birth
enter as "mm/dd/yyyy"

Add Student

For Names, please use mixed case, e.g., Smith (not SMITH or smith)

If you are returning, completing a form previously started, or registering a sibling, you will see an option to work on **In Progress Forms** or **New Forms**.

Dufferin-Peel Catholic District School Board

Dashboard Help RA

Dashboard

→ In Progress Forms

Student Registration 2022-2023 (First Name)
Latest Activity: 6/14/2022

→ New Forms

Student Registration 2022-2023

Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

Step 3

There are nine sections to be completed in the Elementary Student Registration Form

The screenshot shows the navigation menu for the 'Student Registration 2022-2023 (Jane)' form. The menu items are: Introduction, Form, Verification, Student, New Student Details, Contacts, Priority, Siblings, Medical, Document Upload, Signature, and Summary. The 'Summary' item is highlighted in a light blue bar at the bottom of the menu.

1. Verification Information

Indicate the **school year** for which you are registering and select the appropriate **grade**.

The screenshot shows two dropdown menus. The first is labeled 'Registering for which school year?' with a 'required' tag and is set to '2022-2023'. The second is labeled 'What grade is the student applying for?' with a 'required' tag and is set to 'Elementary (Grades JK-8)'.

To register a student to attend our elementary schools they must:

- Be Catholic.
- Not be already attending a DPCDSB school.
- Be a Canadian Citizen, Permanent Resident, Resident or have a Permission Letter from the Admissions Department.
- Not have siblings in JK-8 attending a non-Catholic school.

2. Student Information

Students must be registered using their **legal name**. If they have a **preferred name**, to be used at school, select “Check here if a student has a preferred name”.

The screenshot shows a checkbox that is checked, with the text 'Check here if student has a preferred name' next to it.

For **preferred names**, do not enter “same” or “not applicable”. Select this option **ONLY** if it is different than the legal name.

Mailing address should be the same as the Home/Residential address.

3. New Student Details

The following supporting documentation is required to complete the registration process:

- Proof of **age** of the child.
- An **original baptismal certificate**.
- Proof of **Canadian Citizenship, Permanent Resident Status, Resident** or a **Permission Letter**.
- Proof of **home address**.
- **Immunization records**.

Introduction

Form

Verification

Student

New Student Details

Contacts

Priority

Siblings

Medical

Document Upload

Signature

Summary

4. Contacts – Parents/Guardians/Emergency/Caregiver contact

Please include **ALL parent(s) or legal guardian(s)** and **ALL emergency contacts** for the student. You can enter up to **seven contacts**.

For **Non-Parental Emergency Contacts**, please notify them prior to listing them. They may be required to pick up your child if we cannot reach you. Your emergency contact person **must show identification**.

5. Priority

Number the Contacts in the order in which you want them to receive calls from the school.

6. Siblings

If the student has sibling(s) at DPCDSB, please list them here.

7. Medical

Please do not list more than one condition in a field. If your child has more than one medical condition, click on **Add Another Medical Condition** to display more fields.

Add Another Medical Condition

[Student Medical Condition #2](#)

8. Document Upload

Upload required documents in this section.

If you are unable to upload the necessary documents, please arrange to bring the necessary documentation to the school.

Note: The registration is not complete until the school receives all necessary documentation.

9. Signature

Step 4

Summary

Incomplete pages will be highlighted in **red** on the **Summary Page**. It is not necessary to complete the entire form at one time. The form is **Saved Automatically** with each entry. You can sign out at any time and complete the form later by clicking on your initials in the top right corner and clicking **Save & Sign Out**.

Student Registration 2022-2023 (First Name)

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Verification	✓
Student	6
New Student Details	9
Contacts	14
Priority	✓
Siblings	2
Medical	✓
Document Upload	19
Signature	3

Find Invalid Fields

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Previous Submit

Once you have completed all pages, click **Submit**.

Parents and guardians will be contacted by the school before their child begins the school year for Kindergarten orientation.

For more information about admissions and requirements, parents and guardians should contact their Catholic school directly or visit dpcdsb.org.