

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

### Note:

### Admissions Requirements:

#### Secondary

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](http://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 On-line Registration, just click the [link](#), and log in with the username and password for the account you created.

### Important notes:

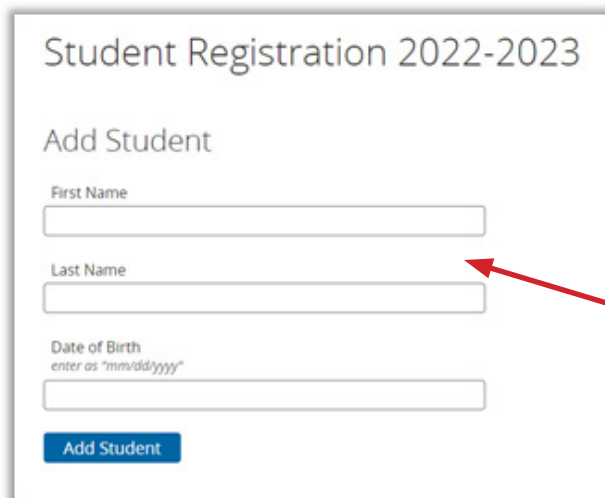
It is not necessary to complete the entire form at one time. The form is saved automatically with each entry, so you can sign out at any time and complete the form later.

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

## Step 2

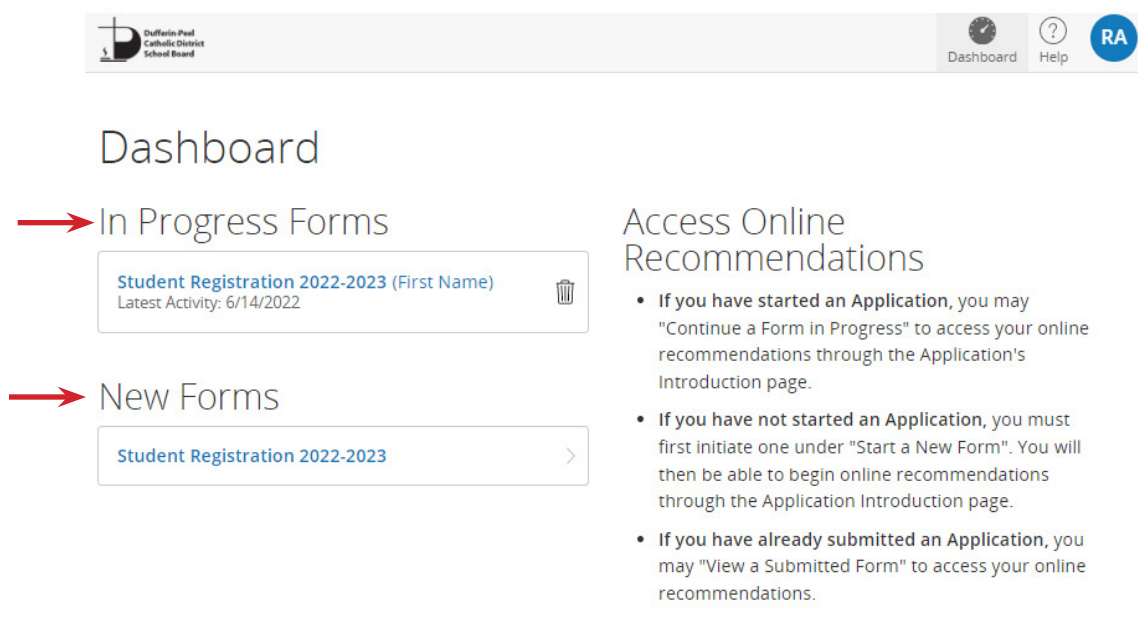
- **Starting a Registration Form (after you've created an account)**

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



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**.



**Dashboard**

**In Progress Forms**

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

**New Forms**

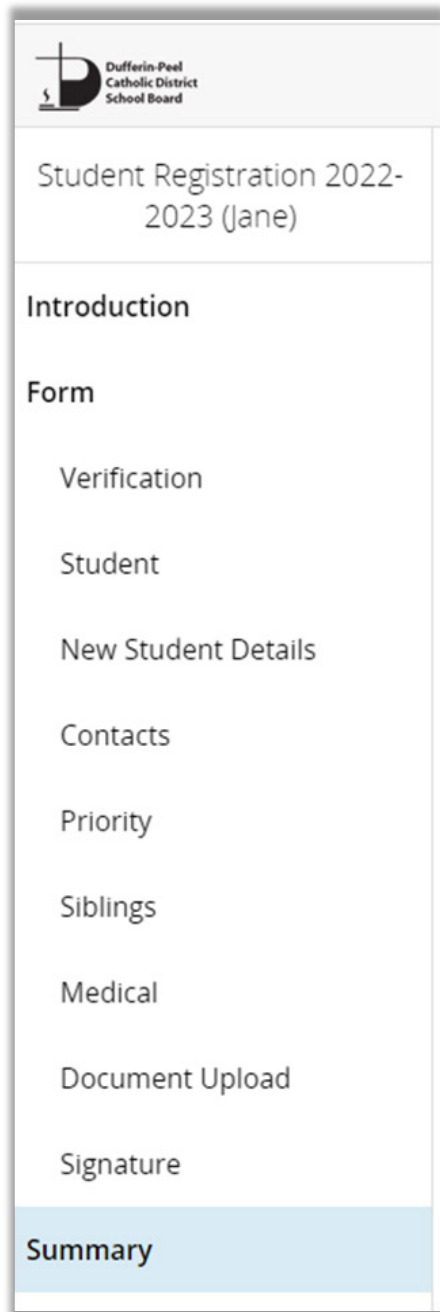
Student Registration 2022-2023

**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

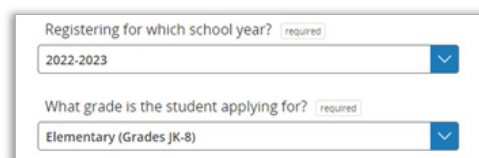
### There are nine sections to be completed in the Secondary Student Registration Form



The screenshot shows the navigation menu for the 'Student Registration 2022-2023 (Jane)' form. The menu is located on the left side of the form and includes the following sections: Introduction, Form, Verification, Student, New Student Details, Contacts, Priority, Siblings, Medical, Document Upload, Signature, and Summary. The 'Summary' section is highlighted in blue, indicating it is the current section being viewed.

#### 1. Verification Information

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



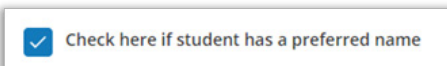
The screenshot shows two dropdown menus for the Verification Information section. The first menu is labeled 'Registering for which school year?' and has '2022-2023' selected. The second menu is labeled 'What grade is the student applying for?' and has 'Elementary (Grades JK-8)' selected. Both menus have a 'required' label next to them.

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

- Not be already attending a DPCDSB school.
- Be a Canadian Citizen, Permanent Resident or Resident or have a Permission Letter from the Admissions Department.

#### 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 labeled 'Check here if student has a preferred name'. The checkbox is checked, indicating that the student has a preferred name.

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.
- Proof of **Canadian Citizenship, Permanent Resident Status, Resident** or a **Permission Letter**.
- Proof of **home address**.
- **Immunization records**.

#### 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)

Introduction

Form

Verification

Student

New Student Details

Contacts

Priority

Siblings

Medical

Document Upload

Signature

Summary

# 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

Dashboard

Help

RA

Account

Save & Sign Out

Click here to Sign Out

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

For more information about admissions and requirements, parents and guardians should contact their Catholic school directly or visit [dpcdsb.org](https://dpcdsb.org).