

Progressive Academy is pleased to introduce our new electronic forms for the 2011-2012 school year. These forms will make the registration process faster, and provide the school with more accurate and accessible information.

The forms have been designed to be filled out right from our website, and can be saved and mailed directly to the school. When you first click on one of the forms, it should appear in your web browser.

Registration Form 2011-2012.pdf (application/pdf Object) - Mozilla Firefox

http://www.progressiveacademy.ca/UserFiles/InfoPad/2011-2012/Registration Form 2011-2012.pdf

Please fill out the following form. When finished, click Submit Form to return the completed form.

Application for Admission

Grade Requested School Year Requested *Progressive Academy*

Student Information

Legal Surname First Name(s)
Middle Name(s) Nick Name
Birthday (Y-M-D) Male Female
Address City Province
Country Postal Code Home phone
Country of Citizenship

Is English your child's native language? No Yes

Language(s) spoken at home

Is your child First Nations/Metis/Inuit? No Yes

Education

Current School Current Grade

Previous Schools Attended:

School	City/Province	Grades	Years
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The areas highlighted in red are required fields, so information *must* be provided for these fields before the form is submitted. You can turn off the red highlighting by pressing the "Highlight Fields" button, the second button from the right underlined in green in the image below.

Registration Form 2011-2012.pdf (a...)

Please fill out the following form. When finished, click Submit Form to return the completed form.

Application for Admission

From the left, the first underlined button is the "Print Form" button. At any point, you may print a copy of the form as you fill it in. The next button is the "Save" button, which will allow you to save the form, along with any changes you have made, to your computer. The button on the far right is the "Submit Form" button, which is used when you have completed the form and would like to email it to the school. More on that at the end of this tutorial.

As you are filling in the form, you will come to the "Parent & Guardian Information" section. This

may be your first chance to use the powerful time-saving features! By clicking the "Click to copy student address information" button, your child's address will be copied automatically.

Parent & Guardian Information

First Name Last Name

Relationship to Student Are you the Legal Guardian? No Yes

Address City Province

Country Postal Code

Home Phone Work Phone Cell Phone

E-mail Address Send school news and progress reports

As you can see, we do require fields be filled in for the first parent information. Although the fields for the second parent are not highlighted in red, if the student does have two parents, this information must be filled in as well.

The same time-saving method can be used with the emergency contact being copied as one of the authorized pickup persons.

Emergency Contact Information (Person other than parent)

First Name Last Name

Relationship to Student

Home Phone Work Phone Cell Phone

Address

Individuals With Permission To Pick Up Your Child (ID must be presented)

First Name Last Name

Relationship to Student

Address

Home Phone pickuplastname

Work Phone

Cell Phone

Later in the form, you will see some automatic prompts if you select certain options. In most cases, as in the "2. Any health problems?" question, if you select "Yes", a box will appear that you can fill out immediately.

Alberta Health Care Number

Physician's Name Telephone Number

1. Any known allergies? No Yes

Please fill out the supplementary allergy information at the end of this form

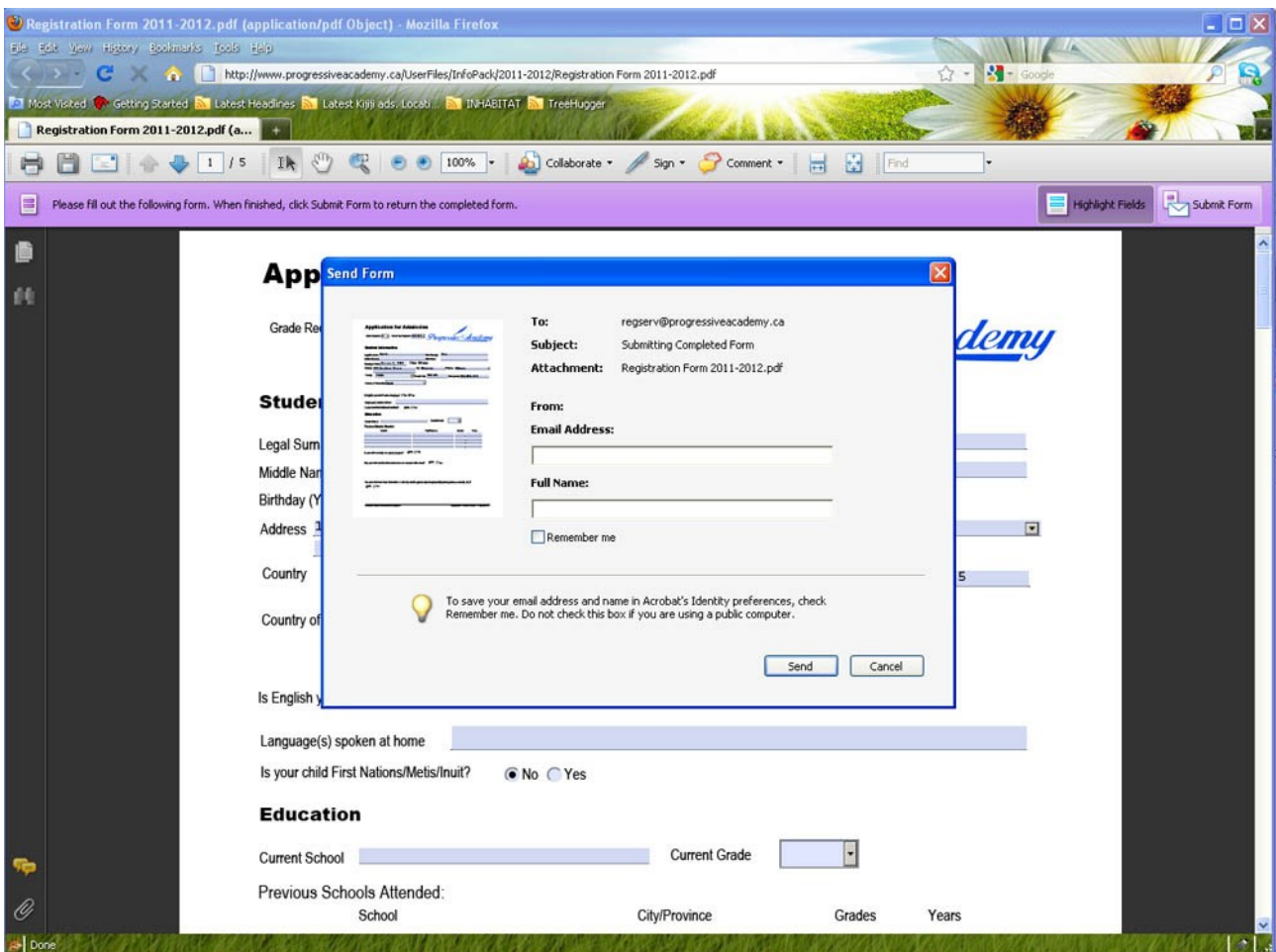
2. Any health problems? No Yes Please specify

Allergies are one item that requires special attention. The form for allergies will appear at the very end of the document, where you will add them one allergy per line.

Once you have completed the form, you can press the "Submit Form" button to send it in. (See first and second images above) If the following popup appears, you have forgotten to fill out one of the required (red) fields.

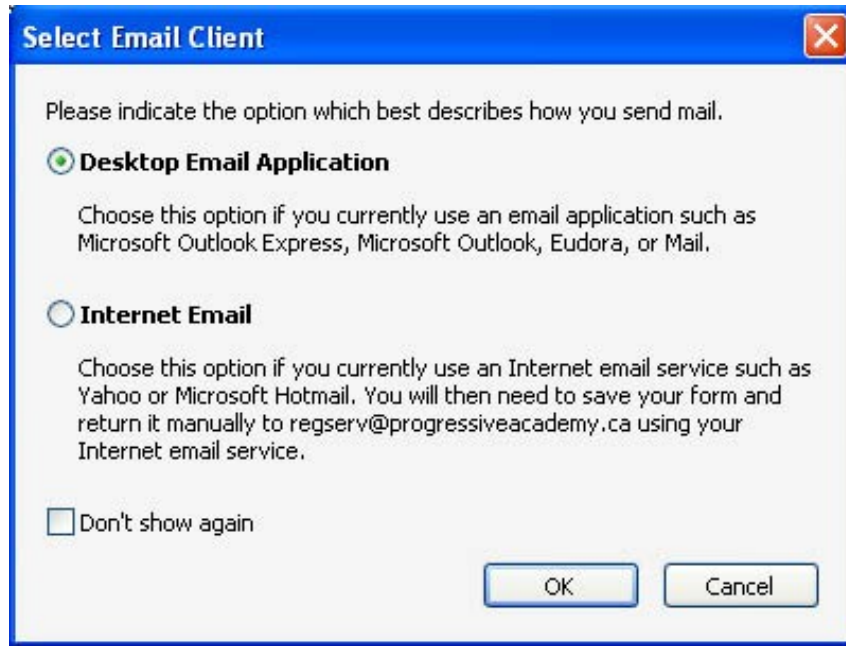


Otherwise, the following popup will appear:

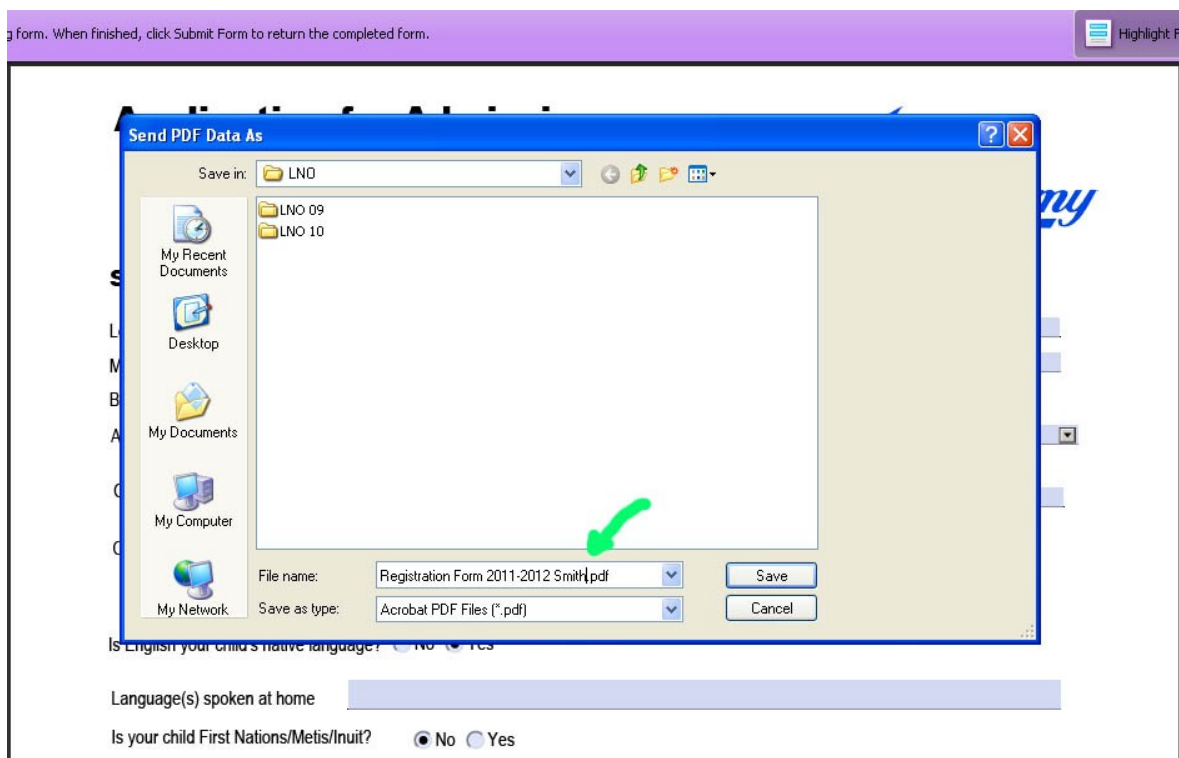


In this box, simply fill in your email address and full name, then press "Send"

The next screen will look like this:



If you regularly use Outlook Express or another email program on your computer, you can simply click "Ok", and that program should open and automatically attach your form. If you usually use a web mail service like Hotmail, Gmail or Yahoo, you will have to select "Internet Email", which will force you to save the form and send it manually.



Start by selecting a directory that you can find later, and change the name of the file to include your last name, as shown by the green arrow above.

Once you have saved the file, simply log into your web mail service, create a new email to registrar@progressiveacademy.ca, attach the saved form, and send.

We hope this document has provided enough information that you are able to navigate the new Progressive Academy forms with ease. If you are still experiencing any difficulty, feel free to phone our office, 780-455-8344, and ask for one of the registrars, who are more than willing to help you.