



Bellerose

Summer School Online Registration Instructions

IS YOUR CHILD CURRENTLY ENROLLED WITHIN THE ST ALBERT PUBLIC SCHOOL DISTRICT?

(Attends Bellerose, E.S. Gish, Lorne Akins, Outreach, Paul Kane, Sir George Simpson, or W.D. Cuts)

1. Log into your PowerSchool Parent Portal.
2. Go to the **Student Fees** section and click on the tab for the child you wish to register.
3. Go to **Additional Items**.
4. Choose **BR Summer School or HeLa Session 1 or HeLa Session 2**. (Please see below for additional HeLa instructions.)
5. Complete the registration process and select the desired course.
6. Complete the payment process. (You still must follow this step even if there is a \$0.00 charge for your course selection.)
7. Your child is registered. You will receive a confirmation letter, via email, in June with all the information and forms required for Summer School.

ARE YOU REGISTERING FOR ONE OF OUR HeLa SESSIONS?

After completing your registration, please complete and submit the following forms:

1. [Assumption of Risk form](#)
2. [Medical Form](#)
3. [Equipment List](#) – print and keep for your reference
4. **Copy of Birth Certificate**

These forms can be scanned/emailed to shelley.robinson@spchools.org, dropped off at the Bellerose Front Office, or faxed to 780-459-0798. (The forms can also be found on the [Summer School page](#) of our website.)