

# 2025/2026 Registration Form

For the 2025/2026 school year, registration forms will be completed through SchoolEngage. **Forms will be available from Tuesday, March 11, to Tuesday, March 25.**

If you currently have a parent PowerSchool account, you already have access to the forms through the SchoolEngage button in PowerSchool – see next page for instructions.

**If you do not have a parent PowerSchool account, YOU MUST CREATE ONE BEFORE COMPLETING THE REGISTRATION FORM.**

If you have a PowerSchool account and are having troubles getting into it, please call the office at 403-328-9606.

## ***Creating a Parent PowerSchool Account***

1. Go to the **LCI website** and click on the **PowerSchool button** on the right side
2. Click on the **Create Account** tab, then click **Create Account** bottom in the bottom right
3. Fill in the information for your account, and then add at least 1 student
  - a. You will need an access ID password for your student – if you do not have them, please call the office at 403-328-9609 and we can get those for you
4. Once you've added all students, scroll to the bottom of the page and click **Enter**
5. You should get a message starting with Congratulations if your account creation was successful

**For full detailed instructions on how to create a parent PowerSchool account, click here:**  
**<https://lci.lethsd.ab.ca/download/200232>**

If the document does not download, please visit the **LCI website**, and view the **PowerSchool Help** page listed **under the Parent drop down**.

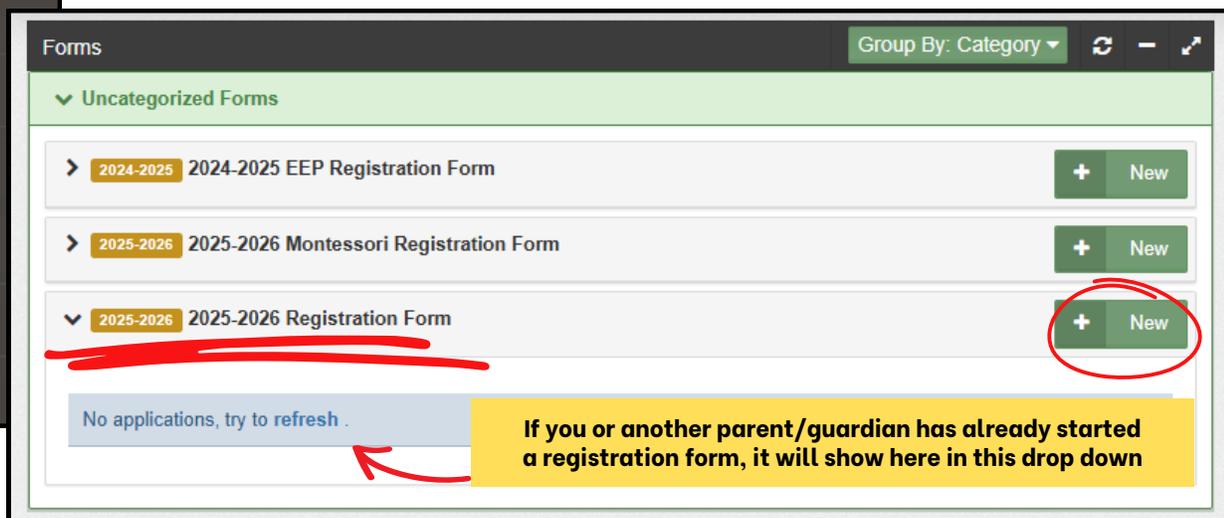
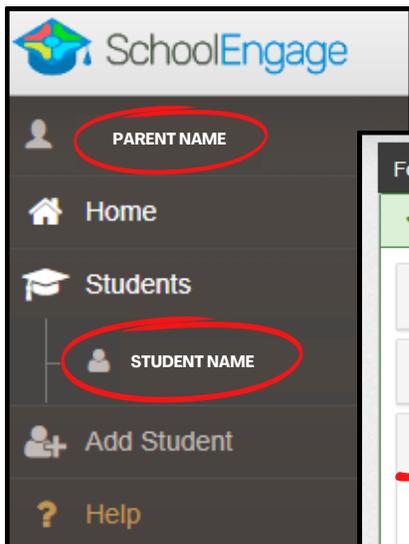


**The form must be completed on a computer, or on the web browser on your phone.**

SchoolEngage is not available through the PowerSchool app

# Accessing the SchoolEngage Registration Form through PowerSchool

1. Go to the **LCI website** and click on the **PowerSchool button** on the right side
2. Log in with your **parent PowerSchool credentials**
  - a. **Important:** This must be the parent account! There will not be the option to access forms in the student PowerSchool/SchoolEngage accounts, so please ensure you are using your PARENT ACCOUNT
  - b. **To check that you are in a parent account:** The name on the top left menu will be your name with your students listed below you
3. Once you are logged in, click to **open the left side menu** and click on **SchoolEngage**
4. Once you have opened SchoolEngage, using the left side menu, click on your student
5. On the main dashboard, you will see the area titled **Forms**. Here, you will click on the 2025/2026 Registration form
  - a. If you or another parent/guardian has already started a form, it will appear when you click the arrow to show the drop down menu
  - b. If you need to start a new form, click the **+New** button to begin



For full detailed instructions on how to access the SchoolEngage forms through PowerSchool, **click the following link and go to page 8, section titled “Existing Parent Sign In – Web Address”:**  
<https://www.lethsd.ab.ca/download/439797>

## LINKS:

- To go to PowerSchool to complete the registration form: <https://ps.lethsd.ab.ca/public/>
- To view the SchoolEngage User Guide for registration: <https://www.lethsd.ab.ca/download/439797>
- If the above links do not work, please click here to visit the Lethbridge School Division website to access the links above: <https://www.lethsd.ab.ca/parents/www-lethsd-ab-ca-parents-register>