

Guide to Submit Registration Documents via Google Form

Things you will need

- Valid Email Address
- Access to a computer

Step 1

After receiving the Registration email from the school, click on the attached PDF(s) and download/open.

This will vary depending upon the device you are using.

If you do not have a PDF viewing application, like Adobe Reader, you may download it here:

PC/MAC computers- <https://get.adobe.com/reader/>

For Chromebooks- You may edit the PDF in Chrome browser. Simply right click the PDF from where you downloaded it to and open with Chrome. It will open in another tab.

Step 2

Please open the PDF and fill out the information needed...please read the form carefully.

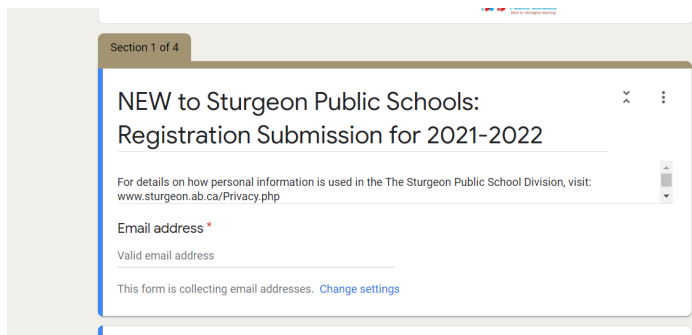
After filling out all student information, Please save the completed document before uploading.

To save, Click file in the upper left.

Save As, Highlight New Student Registration Form 2020-2021. (This should be automatically filled) and rename with your child's name - Student name_Date (ie NewStudent_25JAN21). Choose somewhere on your computer to save it. **It is important to make note where you have saved it.**

Step 3

Click on the Registration Submission link found in the email you received from the school. Please fill out the fields within the google form.



Section 1 of 4

NEW to Sturgeon Public Schools:
Registration Submission for 2021-2022

For details on how personal information is used in the The Sturgeon Public School Division, visit:
www.sturgeon.ab.ca/Privacy.php

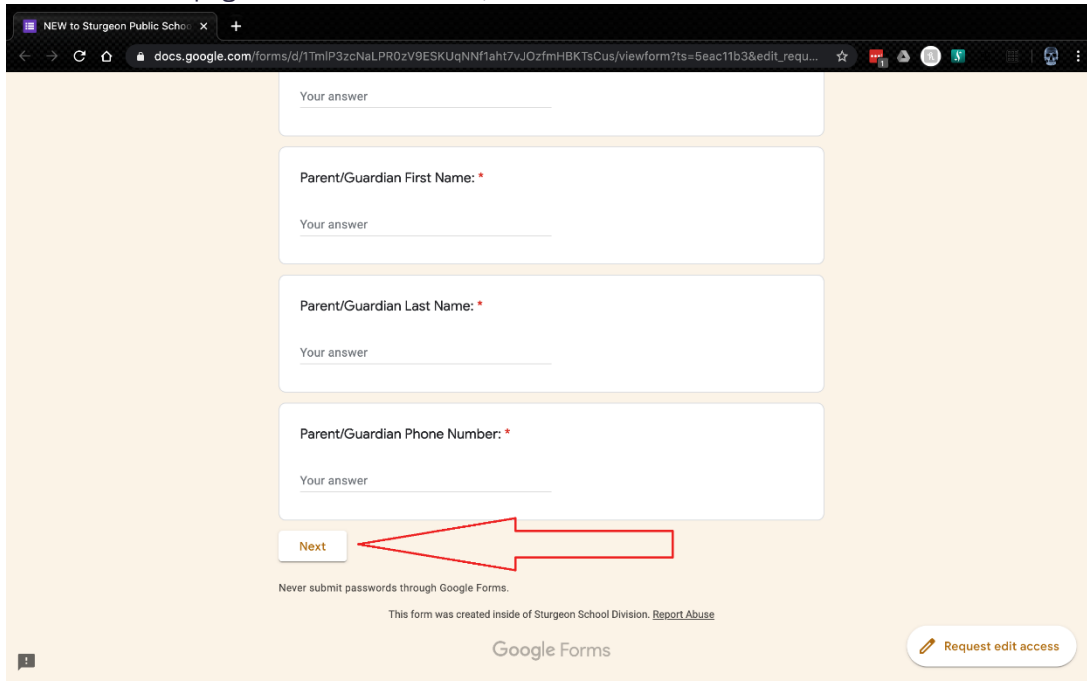
Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

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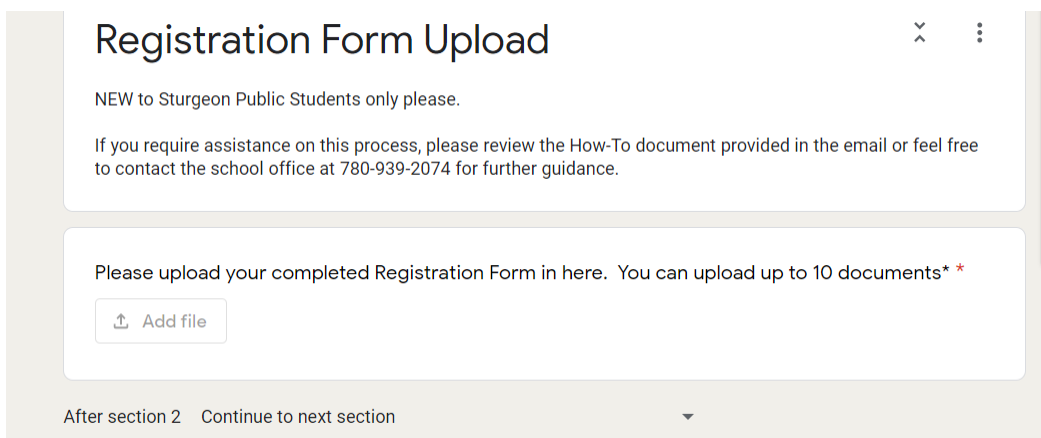
At the bottom of page 1 of this online form, Press next



The screenshot shows a Google Form interface. At the top, there is a browser tab titled 'NEW to Sturgeon Public School' and a URL starting with 'docs.google.com/forms'. The form contains four text input fields, each with a label and a red asterisk indicating it is required: 'Parent/Guardian First Name:', 'Parent/Guardian Last Name:', and 'Parent/Guardian Phone Number:'. Each field has a 'Your answer' placeholder. Below the last field is a 'Next' button, which is highlighted with a red arrow pointing to it from the right. At the bottom of the form, there is a 'Request edit access' button and a 'Google Forms' logo. A small note at the bottom reads 'Never submit passwords through Google Forms. This form was created inside of Sturgeon School Division. [Report Abuse](#)'.

Step 4

Now upload the PDF form(s) that you filled out in **Step 2**

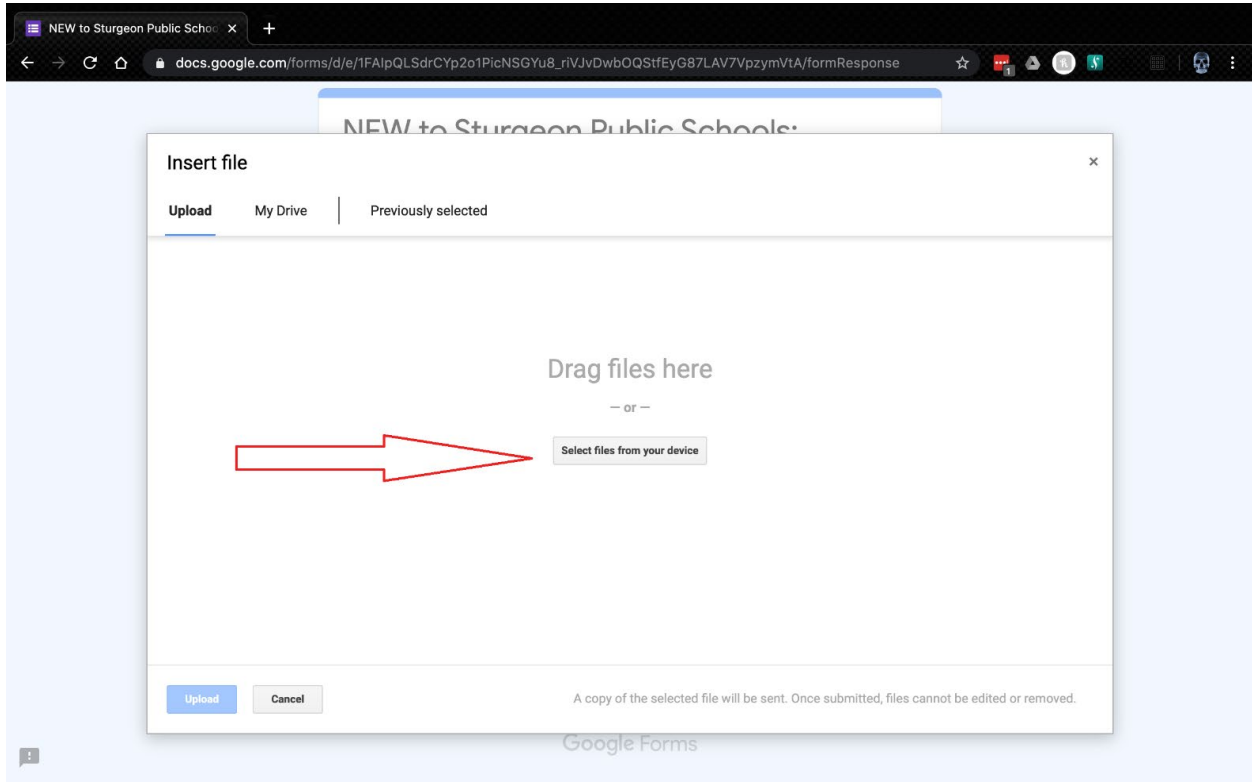


The screenshot shows a dialog box titled 'Registration Form Upload'. It contains the following text: 'NEW to Sturgeon Public Students only please.' and 'If you require assistance on this process, please review the How-To document provided in the email or feel free to contact the school office at 780-939-2074 for further guidance.' Below this is a section with the text 'Please upload your completed Registration Form in here. You can upload up to 10 documents* *' and an 'Add file' button with an upload icon. At the bottom of the dialog, there is a dropdown menu with the text 'After section 2 Continue to next section'.

Click **Add file**

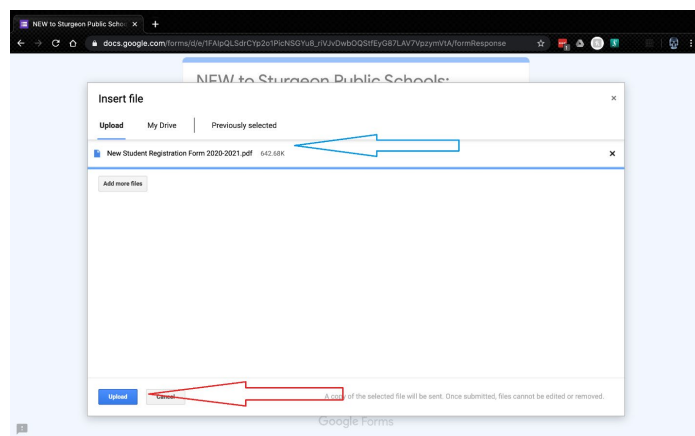
Click **Select Files from your device**

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Navigate to where you have saved the completed PDF, *** [as noted in Step 2](#)

Click either open/add and your file will upload. The uploaded file will appear at the top of the “Insert File” Box



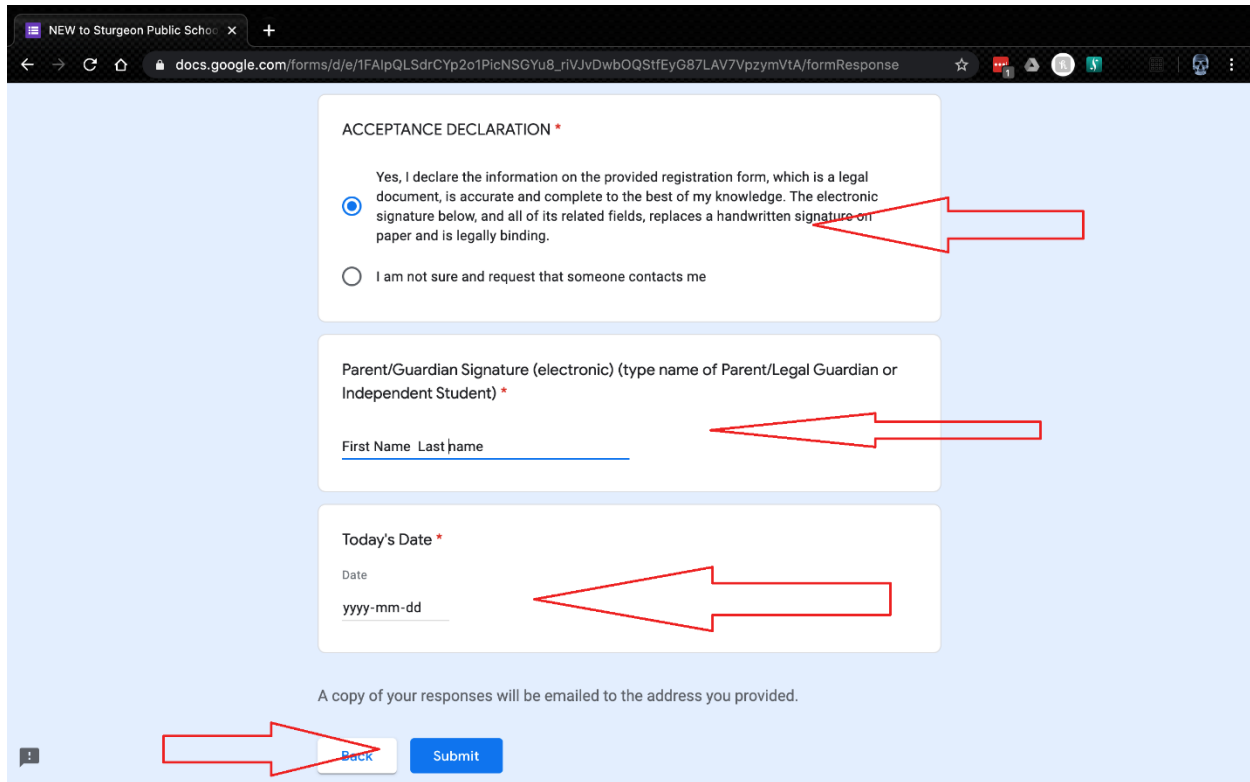
Click Upload in the lower left

Click Next

Step 5

Please click the appropriate **“Acceptance Declaration”**

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The screenshot shows a Google Form titled "NEW to Sturgeon Public Schools" with the URL docs.google.com/forms/d/e/1FAIpQLSdrCYp2o1PicNSGYu8_r1VJvDwbOQStfEyG87LAV7VpzymVtA/formResponse. The form contains three main sections:

- ACCEPTANCE DECLARATION ***: A radio button selection. The first option is selected: "Yes, I declare the information on the provided registration form, which is a legal document, is accurate and complete to the best of my knowledge. The electronic signature below, and all of its related fields, replaces a handwritten signature on paper and is legally binding." A red arrow points to this text.
- Parent/Guardian Signature (electronic) (type name of Parent/Legal Guardian or Independent Student) ***: A text input field with a placeholder "First Name Last name". A red arrow points to this field.
- Today's Date ***: A date input field with a placeholder "yyyy-mm-dd". A red arrow points to this field.

Below the form, a message states: "A copy of your responses will be emailed to the address you provided." At the bottom, there are two buttons: "Back" and "Submit". A red arrow points to the "Submit" button.

Enter your first and last name along with the date.

Click Submit

You will receive an email confirming the receipt of your form. Please check your **Junk mail** if you have not received one.