



# Online registration at PWSD. Register your child for school from the comfort of your own home.

Peace Wapiti Public School Division (PWSD) offers online registration. Avoid long line-ups at the school office – register your child using our simple online process. If you do not have access to the Internet, contact your school for assistance. A birth certificate and proof of residency are required for in-person or online registration.

## It's easy. Here's how:

1. Visit [www.pwsd76.ab.ca/registration](http://www.pwsd76.ab.ca/registration) and then click the **New Student Registration** button for the year you are registering (current year or upcoming year). For a returning student, or a student who is transferring from a PWSD feeder school, click the **Returning Student Update Form** to review/update current information on file.
2. If you don't have an account, click the **Create Account** button and complete the form.
3. Sign in to your account to be directed to the online registration form.
4. Enter the student's first and last names, and their date of birth. Click the **Add Student** button.
5. Read the introduction and click the **Next** button to advance to the validation page.
6. Answer the two questions found on the validation page. Click the **Next** button.
7. Complete the student registration form. Click **Submit**. If you missed any information, you will be prompted.
8. A submission confirmation page will display when the form is completed\*. To register another child, click the "add another student" link. Enter the student's first and last name, and date of birth. To save time, check the "Yes, please snap available information" option. When you are finished, click the "Save & Log Out" link.

**\*Please note:**

Registration is not complete until it has been approved by PWSD's Central Registrar. If you are unable to upload scanned copies of your child's birth certificate and proof of residency, please bring them to the school office. Other documents, such as custody information, may be required by the school office.



PWSD  
Kindergarten  
registration  
begins in  
March.

**Need help?** Click the Help button on the online registration form, or contact the support line toll-free at 1-866-434-6276. Press 1 and then 4 for support. **Support Hours:** Monday - Friday, 7:00 a.m. - 6:00 p.m.