

Family Service Coordinator (FSC)

Your family has a Family Service Coordinator (FSC) assigned to you to support you throughout the school year. You have likely communicated with this person throughout the registration process. Your FSC is here to support you with all things related to registration, passwords, resources, reimbursements, accessing your Home Education Program Plan and other administrative tasks. The FSC's are a great starting point if you have any questions at all.

FSC's are organized by the parent's last name and are as follows:

- A-G: Gina Gilmore
- H-N: Kristy Packwood
- O-R: Kerry Nugent
- S-Z: Lynn Cooper

Power School, School Engage, and Passwords

Power School is our Student Information System. It is like a virtual filing cabinet for each of your students. You can access School Engage, Progress Reports and Schedules through Power School. You will receive login information for Power School in late August. Once you receive Power School login information you can then start to access School Engage through PowerSchool.

School Engage is the online platform used by our parents/guardians for school forms. This is where you will find the:

- Registration forms for new and returning students
- Home Education Program Plan (HEPP)
- Reimbursement Forms

If you can't remember your login and/or password for either system, please reach out to your Family Service Coordinator (FSC).

Visiting Teacher

A Visiting Teacher will be assigned to you at the start of the school year. Your Visiting Teacher will visit with you twice in the school year to complete Home Education Progress updates. You can also reach out to your Visiting Teacher for advice and guidance when it comes to curriculum, resources and strategies.

Home Education Program Plan (HEPP)

The Home Education Program Plan (HEPP) is a legal document required by the Alberta government for all Home Education students. It lists subjects, curriculum resources, goals, activities, teaching and assessment methods. HEPP's must be completed by September 30.

The HEPP is found in your School Engage account. You can update your HEPP throughout the school year if your program plans change. Home education funding will not be released to you until the HEPP has been completed and submitted.

Home Education Visits

Refer to the Preparing for a Home Visit document on the Home Education Resource Page.

Program Enhancement Events

All families are welcome to participate in the many activities and events throughout the province. You can submit receipts from these events for reimbursement. Be sure to include the details of the event on your HEPP. More information can be found here: [Events and Activities](#)

Funding and Reimbursements

Each student has Home Education funding to work with each school year. Parents can make purchases directly related to the Home Education Program Plan, submit receipts and then be reimbursed. There are multiple reimbursement times each year. The specific dates for reimbursement times, reimbursement guidelines and a how-to guide can be found on the Home Education Resource Page.

Who To Contact for What

Family Service Coordinator (FSC): General school related questions, accessing Power School or School Engage accounts, resetting passwords, forms, resources, reimbursements and funding.

Visiting Teacher: What to include in your HEPP, questions about learning from home, recommended resources, preparing for a home visit.

Program Enhancement Coordinator: Registration, payment, communications about an event/activity.

When in doubt, start with your Family Service Coordinator and we will connect you to the right person.