



# Online, Print Based, Shared Responsibility (Teacher Directed) Grades 1-9

[www.centreforlearning.ca](http://www.centreforlearning.ca)

Phone: (403)938-4119

## 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
- Resource Order Form
- Home Education Program Plan (HEPP)
- Reimbursement Form

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

## Canvas, Google, Office 365

Canvas is our online classroom and learning management system. Canvas is a virtual school and is home to our teacher classrooms, a principal's office, bulletin boards with announcements, mailboxes for submitting assignments and tests.

Students will access Canvas using their Christ the Redeemer (CTR) Google account. You will receive an email before school starts with details about how to access Canvas, using Google. Please keep track of your login details. It is separate from Power School/School Engage.

Should they need it, students also have access to the Office 365 suite. Contact your FSC if you



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need to get set up with Office 365.

If you can't remember your login and/or password for Google or Canvas, please reach out to the Education Assistant.

## Orientation

All Online, Print Based and Shared Responsibility students must complete the Online Orientation/Refresher course before school starts. You will receive an email from an Education Assistant the week before the first day of school with information about how to access and complete the Orientation.

## Textbooks and Resources

All required textbooks and resources will be mailed directly to your home if you live outside of Okotoks. If you live in and around Okotoks, you will be asked to pick up textbooks at our office. If you have not received textbooks by the end of September, please contact your Family Service Coordinator.

Textbooks with a barcode on the back must be returned to CFL at the end of semester 1 or at the end of June each year. When you receive your books at the start of the year there will be a return mailing label for you to use.

## Funding and Ordering Resources

Alberta Education does not provide funding directly to students in an Online or Print Based program. The Centre for Learning@HOME can support students with a limited number of resources to ensure students have what they NEED to do school from home. Students have a Student Resource Allocation (SRA) and this can be used to request resources. There is a limit to how much we can provide to a student each year.

If you need to borrow technology or order consumable supplies please contact your FSC for the Resource Order form.

Technology resources are on loan from the school and will need to be returned when a student is no longer registered with the school. All other resources are considered consumable and do not need to be returned or replenished.

## Program Enhancement Events

Families are welcome to participate in the many activities and events throughout the province. When registering you can choose to pay for the event yourself or to use Student Resource Allocation (SRA) and the school will cover the cost of the event. Just like resources, there is a limit for how much SRA can be used each year for each student. More information can be found here: [Events and Activities](#)

## Shared Responsibility

The following information only applies to those in a Shared Responsibility program.

### 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 students in both a Home Education or Shared Responsibility program. 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.

### 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.



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## 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.

**Education Assistant:** Support with accessing and using Canvas and Google, Orientation/Refresher, literacy and numeracy supports.

**Classroom Teacher:** Questions about the specific course, assignments or tests.

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

**Visiting Teacher (for those in a Shared Responsibility Program):** What to include in your HEPP, questions about learning from home, recommended resources, preparing for a home visit.

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