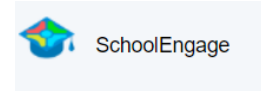


How to complete Home Education Program Plan (HEPP) Form Due September of each school year.

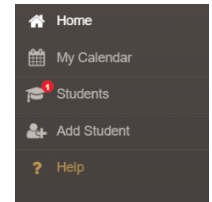
SchoolEngage (SE) is accessed from PowerSchool (PS): <https://redeemer.powerschool.com/public/home.html>

You must always login as a **PARENT** when filling out forms in SE, so that you will have a SUBMIT button at the end of the form. *Student logins are not able to submit SE forms.* If you require assistance with your PS login, please contact your Family Service Coordinator.

Once logged into PS, launch SE from the bottom of the left menu.



Once in SE, click on Students, then your child(s) name that you need to fill out a HEPP for.



Look on the right side of your screen, under FORMS to access the Home Education Program Plan.

CREATED	STATUS
06/21/2024 09:21 AM	INCOMPLETE

** Each child must have an individualized home education program plan*

Key Information:

- **Press SAVE in the top right corner before moving to next page or closing the form.**
- **Do NOT DELETE** any information, even if you stop using the resource.

Student Demographics:

Please ensure this section is filled in completely. For School Attending, if you are 100% Home Education, choose "Okotoks Home Schooling" as your school option. If you are Shared Responsibility with some classes Print Based or Online, choose "Centre for Learning @ Home." **SAVE**

Student First	Frenchfr
Student Last	Test
School Attending	Okotoks Home Schooling
Grade Level	8
Contact Phone	222-222-2222
Visiting Teacher	Visiting Teacher

Subjects and Plans:

☒ Language Arts

Original: [EMPTY]

☐ Mathematics

Original: []

☐ Science

Original: []

☐ Social Studies

Original: []

☐ Physical Education

Original: []

☐ Health

Original: []

1. You must check off all courses that are being delivered by you (parent) as the Teacher. Please do not check the courses that are being delivered by Centre for Learning@HOME teachers.

2. Once you click on a subject, a subject box will appear where you will have a chance to list all the resources, materials, activities, goals, or topics that you plan on utilizing for the school year.

Press **SAVE** in the top right corner

Under each Subject Area:

1. List the **specific curriculum, resources** being used for each subject. Be sure to include **topics** that you will be covering in each subject area: For example: Language Arts – Reading using level books, writing, spelling and grammar using Essentials in Writing, books 1 & 2 from Gather Round.
2. Press **SAVE** in the top right corner

Language Arts

Please list all: Materials, Resources, Activities, Goals, Topics

Please list all: Materials, Resources, Activities, Goals, Topics

Outcomes (choose one or both below):

☒ as per Learning Outcomes covered by chosen curriculum

Original: [EMPTY]

☐ As indicated on Learning Outcomes (Alberta Regulation 89/2019) NOT following outcomes from AB ED Programs of Study (refer to TAB 4)

Original: []

Outcomes Check Boxes under each subject:

1. Underneath each subject, choose “as per Learning Outcomes covered by chosen curriculum”, if you are planning to use a specific curriculum. An example would be one with a table of contents that would show your learning outcomes for the year clearly. If you are doing Alberta Program of Studies (aligned), you can write it in the subject box.
2. For **all** parent-directed programs choose, “as indicated on Learning Outcomes (Alberta Regulation 89/2019) NOT following AB ED Program of Study.”
3. If applicable, you can choose both outcomes.
4. **SAVE**

Outcomes (choose one or both below):

☒ as per Learning Outcomes covered by chosen curriculum

Original: [EMPTY]

☐ As indicated on Learning Outcomes (Alberta Regulation 89/2019) NOT following outcomes from AB ED Programs of Study (refer to TAB 4)

Original: []

Instruction and Assessment:

1. On Tab 2, check all the applicable Instructional Methods & Activities.
2. On Tab 3 choose the way you will be assessing progress in the Assessment Methods box.
3. On Tab 4, please review the Home Education Regulation as listed.

Click **SAVE and SUBMIT**

Notes:

1. HEPPs are due to be completed by September of the school year.
2. Your HEPP is a live document that you can update at anytime.
3. Remember to **SAVE** often.
4. Do **NOT** remove anything from the HEPP!
5. When filling in Specific Subject Areas:
 - a. Ensure your HEPP will match receipts for reimbursement (if unsure about an item, contact your FSC prior to purchase).
 - b. Details are helpful, instead of - Music: piano. We want to see Music: piano lessons with Okotoks Music Centre and piano books from Long and McQuade

If at anytime you are unsure about what to include on your HEPP, your Visiting Teacher and/or Family Service Coordinator (FSC) can assist you.