

To streamline the registration process and ensure efficiency, all current NorthStar students have been assigned **TWO** verification forms in SchoolEngage. Once you have entered SchoolEngage, through your PowerSchool sign in page (see instructions below) and clicked on your student's name, you will find these verification forms under the green bar that looks like this:



▼ North Star Academy Verification Forms

The two forms are titled:

1. **2025-2026 NorthStar Home Ed Verification** - use this form if you wish to enroll your student in **some or all parent-led courses**.
2. **2025-2026 NorthStar Student Information Verification** - use this form if you wish to enroll your student in **all teacher-led courses**.

Please do not complete both verification forms - only complete the form that is applicable to the program you wish to enroll your student in for the 2025-26 school year. *Please note: These verification forms are possible but not designed to be completed on a phone. They are more compatible with a computer.*

If your family wishes to re-enroll in our **Home Ed program** (fully parent-led) or **Shared Responsibility program** (some parent-led, some teacher-led), we encourage you to complete your registration as soon as possible to **secure your current facilitator**. Please be aware that **facilitator assignments can fill up quickly**, and there is no guarantee that you will receive your current facilitator if you delay. Additionally, a **Home Ed plan** for the 2025-2026 academic year is required **with your registration**. Please reach out to your facilitator for help creating your plan before the end of the school year, as they will not be available to assist you during the months of July and August.

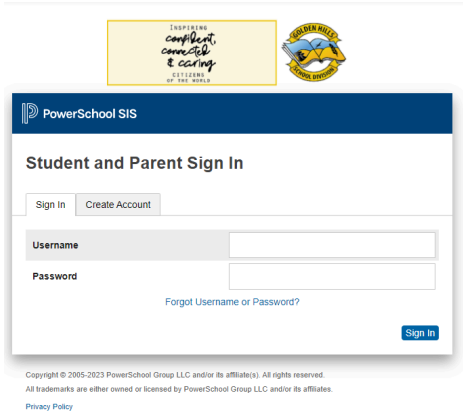
We appreciate your cooperation and prompt action in this matter. If you have any questions or require further assistance, do not hesitate to contact our office.

Thank you for being part of the NorthStar Academy family. We look forward to another successful academic year in 2025-2026.

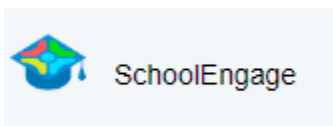
Instructions for re-enrolling for 2025-2026:

Go to the [PowerSchool Sign In page](#).

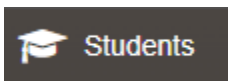
All current NSA families have a Parent Portal account in PowerSchool. If you are unsure of your username and/or password, please email office@nsaschool, and we will provide you with your username and/or reset your password.



Once signed in to PowerSchool, you will see the SchoolEngage link at the bottom of the Navigation menu on the left hand side. Click on it. It looks like this:

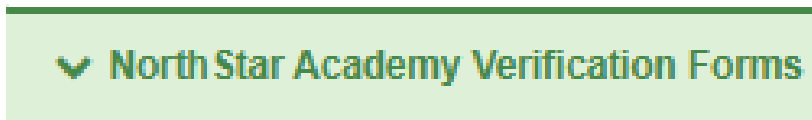


In SchoolEngage, you will see a menu on the left. Click on 'Students' to find your 2024-25 NSA students that you want to register for the 2025-26 school year. *(scroll to the bottom of this email for instructions on **how to enroll a NEW student** ie. Kindergarten or Gr 1)*



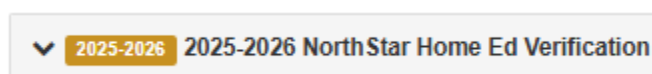
Click on your student's name. A forms menu will come up.

Choose the verification form that is correct for your student. **Do not fill out both verification forms**



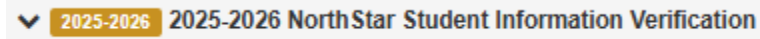
OPTION 1

- **2025-2026 NorthStar Home Ed Verification** - if you wish to enroll your student in **some or all parent-led courses**. It looks like this:

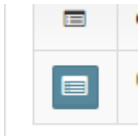


OPTION 2

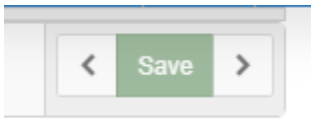
- **2025-2026 NorthStar Student Information Verification** - if you wish to enroll your student in **all teacher-led courses**. It looks like this:



Once you have found the verification form that is correct for your student, click on its blue button that looks like this:



Work your way through all 5 pages, verifying that the information is correct. Make changes/updates as needed. For example, if you have a new address you will want to update that on page 2. If changes are made, **be sure to click Save at the top right corner of the page.**



OPTION 1

- If you are filling out the **2025-26 NorthStar Home Ed Verification** form, on page 3 you will be asked to choose a **Home Education Program Plan** for the 2025-26 school year from a drop down menu.

Select:

- **Traditional Parent-Led Home Education Program**, for fully parent-led, **or**
- **Shared Responsibility (Blended) Learning Program**, for some parent-led/some teacher-led.

If you choose our Shared Responsibility program, you will be required to complete the course selection page and upload it.

Also on page 3, you will be required to attach a completed **Home Ed Plan** for 2025-26 for all parent-led courses. It looks like this in SchoolEngage:

Home Education Program Plan

Upload Home Education Program Plan

Please note that Home Ed Plans must be either .pdf .jpeg or .png format to upload



Here is an optional template that you can use. **Please contact your facilitator if you require support completing it.**

Educational Plan Template - Google Docs

- [HE Plan Template - Google Doc](#)
- description: Use this link to create a copy of the Educational Plan Template in your Google Drive.

Educational Plan Template - Microsoft Word

- [HE Plan Template - Word Doc](#)
- description: use this link to download the template as a Microsoft Word file (.docx)

Video Tutorial: [How to Fill Out a Home Ed Plan](#)

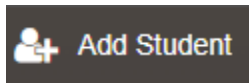
OPTION 2

If you are filling out the **2024-25 NorthStar Student Information Verification** form you will be required to download and complete the appropriate course selection sheet, then upload it on page 1.

When all pages are complete, a **Submit** button will appear at the bottom of page 5. After you have submitted the registration form, we will send you a welcome email with further details before the start of the school year.

New Students:

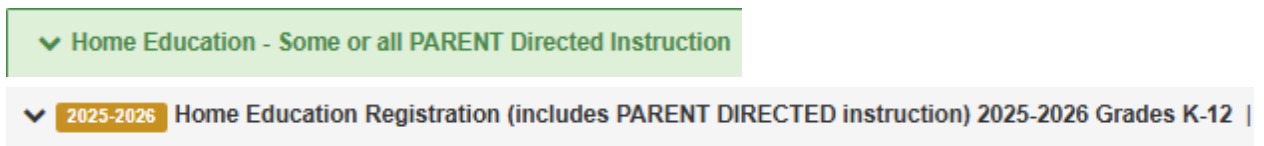
If you are registering a **new** student (*ie.* Kindergarten or Gr 1), add them by clicking on 'Add Student' and fill in the new student's full name, birthday, grade then click **Save**.



Now you will see the option of filling out a few different forms. Read the explanations carefully so you are choosing the correct one for your student.

OPTION 1

- The form titled **Home Education Registration (includes PARENT DIRECTED Instruction) 2025-2026 Grades K-12** is for grade K-12 students who want **some or all parent-led courses**. (This is the only option for a Kindergarten student.) It looks like this:

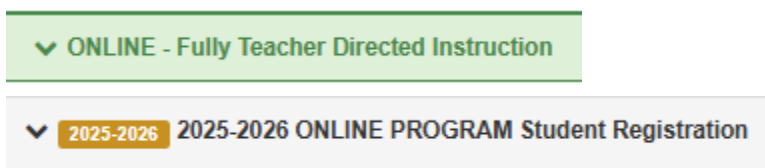


Within this form, when choosing the **Home Ed Program** from the drop down menu, choose:

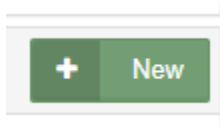
- **Traditional Parent-Led Home Education Program** (for fully parent-led) or
- **Shared Responsibility (Blended) Learning Program** (for some parent-led/some teacher-led)

OPTION 2

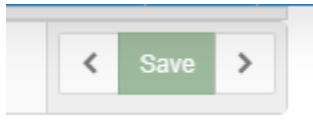
- The form titled **2025-26 ONLINE PROGRAM Student Registration** is for our **fully teacher-led program** (Grades 1-12 - no Kindergarten students). It looks like this:



Click the green **New** button on the form that is for you.



Work your way through all pages, filling in the information asked for. Click **Save** at the top right corner on each page.



Some other important information:

- **Within either form, be sure to choose the correct school!**
Name of School: **NorthStar Academy** (not Golden Hills Learning Academy)
- If you are registering for our fully teacher-led program or our Shared Responsibility program, you will be required to attach your **Course Selection Sheet** for 2025-26 on page 1.
- If you are registering for our Traditional Parent-Led Home Ed program or our Shared Responsibility (Blended) Learning program, you will be required to include a **Home Ed Plan** for 2025-26 for all parent-led courses on page 6. (Again, contact your facilitator if you require support completing it)
- All registrations require a **birth certificate**, or other identity document to be uploaded.

After you have submitted the registration form, we will send you a welcome email with further details before the start of the school year.

Thank you for choosing NorthStar Academy!