

Dear NorthStar Academy Families,

We are excited to announce that registration for the 2024-2025 school year is now open! To streamline the registration process and ensure efficiency, we kindly request you to follow the instructions below to re-enroll your student for the upcoming year.

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 2024-2025 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.

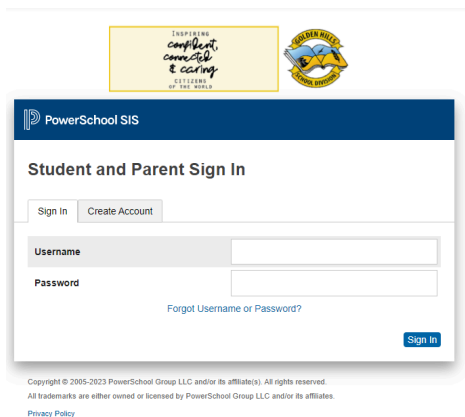
We appreciate your cooperation and prompt action in this matter. If you have any questions or require further assistance, do not hesitate to contact our office.

Thank you for being part of the NorthStar Academy family. We look forward to another successful academic year in 2024-2025.

Instructions for re-enrolling for 2024-2025:

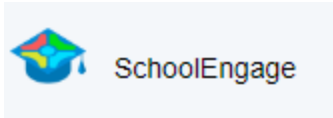
Please click [here](#) to go to the PowerSchool login page. **Please register on a computer and not on a mobile device.*

All families have a Parent Portal account in PowerSchool. If you are unsure of your username and/or password, please respond to this email, and I will provide you with the necessary information.

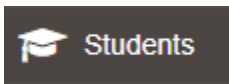


The screenshot shows the PowerSchool SIS login interface. At the top, there are two logos: a yellow one with the text 'INSPIRING confidence, competence & caring' and 'CITIZENS OF THE WORLD', and a circular one with 'NORTHSTAR ACADEMY' and '2008'. Below the logos is a blue header with the PowerSchool SIS logo. The main content area is titled 'Student and Parent Sign In' and contains two tabs: 'Sign In' (selected) and 'Create Account'. There are two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. A blue 'Sign In' button is located at the bottom right of the form. At the very bottom of the page, there is small text: 'Copyright © 2005-2023 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. Privacy Policy'.

Once logged in, 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 2023-24 NSA students that you want to register for the 2024-25 school year.



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**

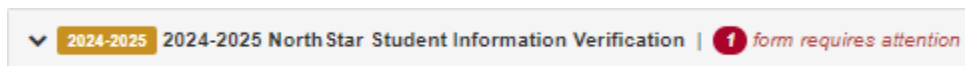
OPTION 1

- **2024-2025 NorthStar Home Ed Verification** - if you wish to enroll your student in **some or all parent-led courses**. It looks like this:

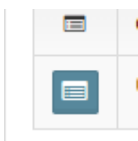


OPTION 2

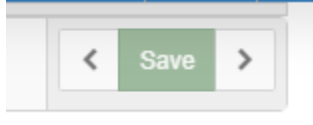
- **2024-2025 NorthStar Student Information Verification** - if you wish to enroll your student in **all teacher-led courses**. It looks like this:



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 on each page.**



OPTION 1

- If you are filling out the **2024-25 NorthStar Home Ed Verification** form, on page 3 you will be asked to choose a **Home Education Program Plan** for the 2024-25 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 2024-25 for all parent-led courses. It looks like this in SchoolEngage:

Please upload your 2024-2025 Home Ed Plan below.

Home Education Plan

Upload Home Education Program Plan



**** Home Ed Plans must be in .pdf .jpeg or .png format.****

Here is a [link to a template](#) you may use as well as a [link to our website page](#) that has a **video tutorial** on how to fill out a Home Ed Plan (*scroll to the bottom of the page*). If you still require support completing it, please contact your facilitator.

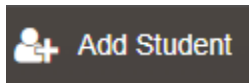
OPTION 2

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) 2024-2025 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:

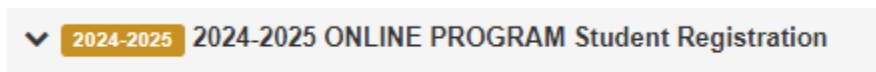


Within this form, when choosing the **Home Ed Program** from the drop down menu, choose:

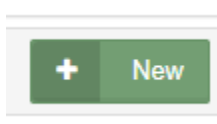
- **Traditional Parent-Led Home Education Program** (for fully parent-led) or
- **Shared Responsibility (Blended) Learning Program** (for some parent-led/some teacher-led)

OPTION 2

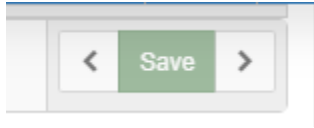
- The form titled **2024-25 ONLINE PROGRAM Student Registration** is for our **fully teacher-led program** (Grades 1-12 - no Kindergarten students). It looks like this:



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 2024-25 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 2024-25 for all parent-led courses on page 6. (Again, contact your facilitator if you require help 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!