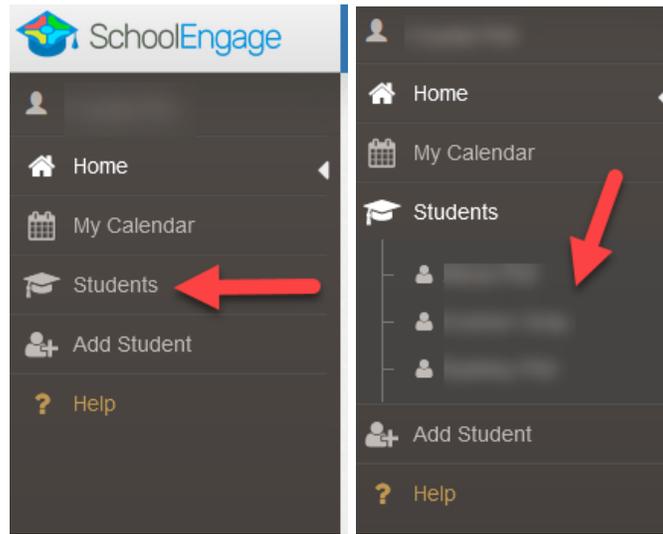




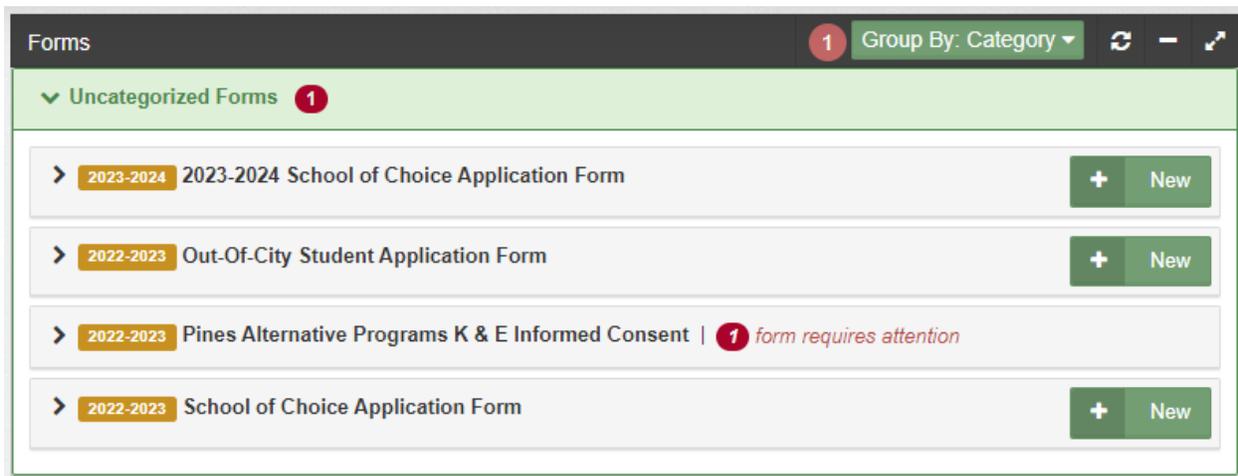
- Once in School Engage, Click “Students” on the left and then click the student name that the form is applicable to. If there is a red number beside a student name, it means they have an assigned form awaiting completion.



- Confirm the student information is accurate.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Birth Date:	<input type="text"/>
School:	<input type="text"/>	Alberta Student Number (ASN):	<input type="text"/>

- On the right, click the green “New” button of the form you are wanting to complete.



6.

The screenshot shows a web interface for managing forms. At the top, there's a header with 'Forms', a notification badge '1', and a dropdown menu 'Group By: Category'. Below this is a section for 'Uncategorized Forms' with a notification badge '1'. The list includes:

- 2023-2024 School of Choice Application Form (with '+ New' button)
- 2022-2023 Out-Of-City Student Application Form (with '+ New' button)
- 2022-2023 Pines Alternative Programs K & E Informed Consent | 1 form requires attention

Below the list is a section 'Edit or Submit Incomplete Forms' with a notification badge '1'. It contains a table with the following data:

CREATED	STATUS
01/19/2023 01:00 PM	INCOMPLETE

A red arrow points to a document icon in the first row of the table, with the text 'Click to open' written in red below it.

7. Read through the form and complete.

8. Click the green "Submit" button at the bottom of the form.