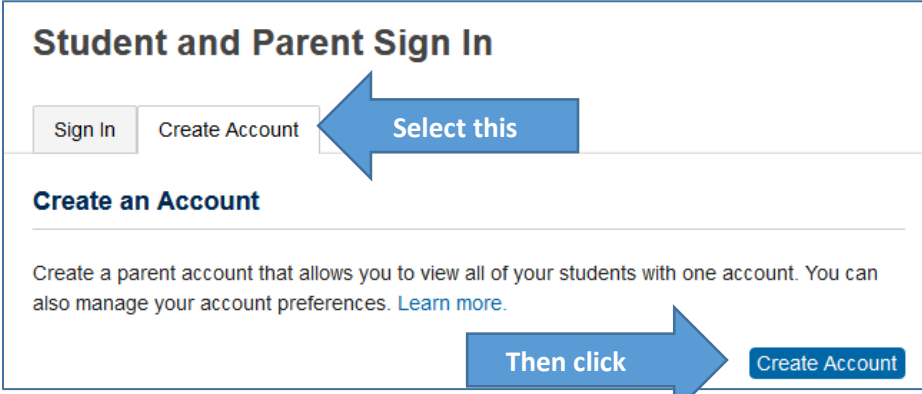


## New Family Guide for Completing the Full STMC Application Form

Once you have received your confirmation of pre-application email, you are ready to configure an STMC PowerSchool Account and complete your full application. This guide covers all steps in the process for new families applying to the school. A separate guide is available for families with one or more children already attending STMC.

1. Be sure you have access to your confirmation email. You will need the personalized information on the 'Access ID', 'Access Password', and 'Student Name' lines.
2. Navigate to the STMC PowerSchool site at <https://ps.stmc.bc.ca/public>, click on the 'Create Account' tab, and then click 'Create Account'.



**Student and Parent Sign In**

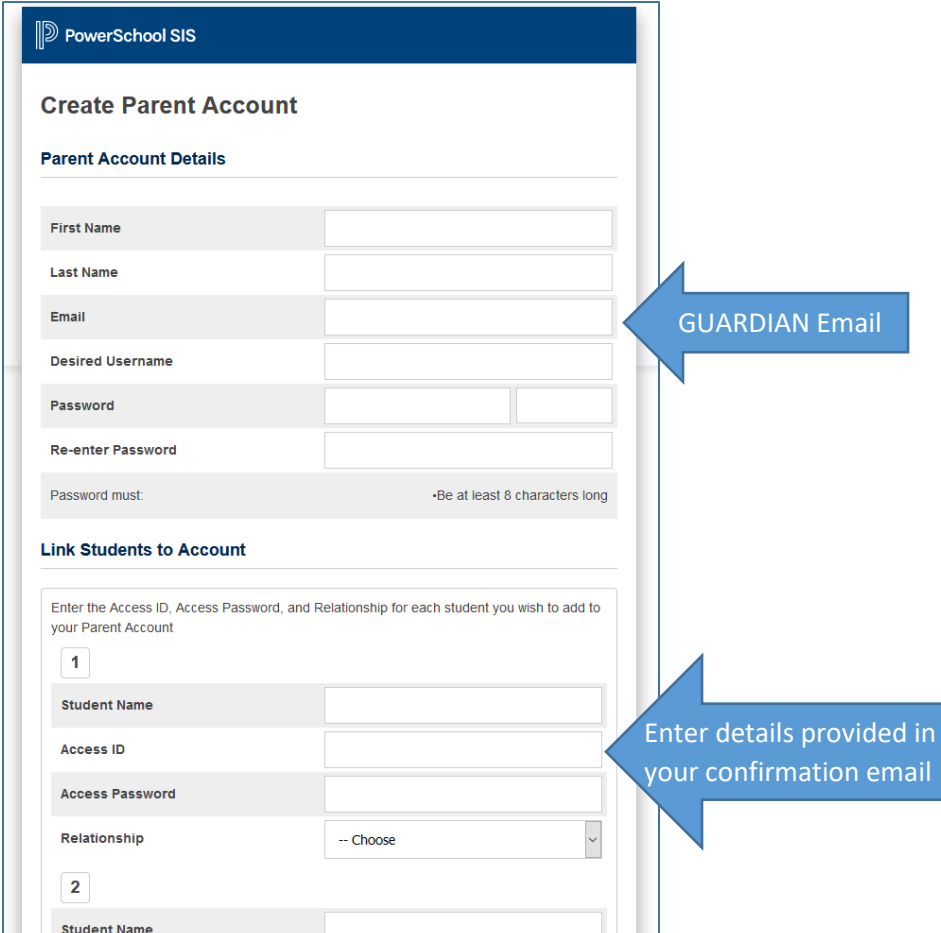
Sign In Create Account **Select this**

**Create an Account**

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Then click** Create Account

3. Complete the 'Parent Account Details' section with your parent/guardian information. Be sure to make a note of your **username** and **password**, and use a valid guardian email address for the email field. **Click 'Enter' at the bottom when complete!**



PowerSchool SIS

**Create Parent Account**

**Parent Account Details**

First Name

Last Name

Email  **GUARDIAN Email**

Desired Username

Password

Re-enter Password

Password must: -Be at least 8 characters long

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

**1**

Student Name

Access ID  **Enter details provided in your confirmation email**

Access Password

Relationship

**2**

Student Name

- Once you have clicked 'Enter' in Step 3, the site will return you to the 'Student and Parent Sign In' page. Sign in with the **username** and **password** that you entered in Step 3. Click on the 'Forms' link in the left column, and then click on the '**Application Information Form**' link under the 'General Forms' tab in the 'Student Forms' window that will open.

The screenshot displays the PowerSchool SIS interface. On the left, a navigation menu includes 'Forms'. A blue arrow labeled 'Click Forms' points to this menu item. The main content area is titled 'School Form Listing for St. Thomas More'. It features a table with the following data:

Status	Form Name
Submitted	Application Information Form
Submitted	Citizenship Documentation Form
Submitted	Faith Documentation Form
Empty	Optional Documentation Form
Empty	Student Documentation Form

A legend at the bottom indicates that a green checkmark icon represents 'Form Approved / Populated', a yellow checkmark represents 'Form Not Approved', and a red checkmark represents 'Form Rejected'. A blue arrow labeled 'Select 'Application...'' points to the 'Application Information Form' row in the table.

- In the 'Application Information Form' window that opens, all fields with a red asterisk must be completed. Other fields should be completed if applicable, and information is available. Otherwise, leave these fields blank. When this form is complete, click 'Submit' in the bottom right corner to save your entries and automatically open the 'Citizenship Documentation Form'.
- In the 'Citizenship Documentation Form' that opens, complete all fields. In the 'Document Attachment' section of this form, a photo or scan of the student's citizenship documentation must then be uploaded in .jpg or .pdf format.

**Please see the next page for illustrated details on this process.**

Application Information Form | Citizenship Documentation Form | Faith Documentation Form | Optional Documentation Form | Student Documentation Form

There are 1 previous responses to this form.

**Citizenship Documentation Form**

**Citizenship**

Was the student born in Canada? \*  
 Yes  No

City or Town of Birth \*

Province of Birth \*

Student's Citizenship Status \*  
 Canadian (including Permanent Resident)  
 Other

**Proof Of Citizenship**  
 Please indicate the type of document that will be uploaded below as proof of student citizenship. (A photo or scan of the document in .pdf or .jpg format will be acceptable for this purpose.)

Birth Certificate  
 Citizenship Card or Certificate  
 Other

**Upload Student's Proof of Citizenship**

Document Attachment

[Add Document](#) **Click 'Add Document'**

Document Name

[Save for Later](#) [Submit](#)

**Document Attachment**

File: Citizenship Doc.pdf [Browse](#) **Click 'Browse' to locate your file**

[Upload](#) **Click to Upload the selected file**

[Privacy](#) [Terms](#)

**Upload Student's Proof of Citizenship**

Document Attachment

[Add Document](#) [Sign Out](#)

Search documents...

Document Name	User	Upload Date
Citizenship Doc.pdf		05/29/2020 4:13:56 PM

[Save for Later](#) **Be sure the correct file is loaded** [Submit](#) **Click 'Submit' to save and proceed**

**If you are presented with a 'Sign In' Button instead of the 'Add Document' Button as shown, please refer to Appendix 1 at the end of this guide.**

7. After submitting the 'Student's Proof of Citizenship' form, the **'Faith Documentation Form'** will automatically open. As and if applicable, please upload a photo or scan in .jpg or .pdf format of your completed 'Endorsement from Parish Priest or Leader at Place of Worship form', and the student's Baptismal Certificate. The form will accept multiple documents.

Once all documents have been added, click 'Submit' to save and proceed to the next form. If you have no documents to upload to this form, just click 'Submit to proceed with your application.'

8. The '**Student Documentation Form**' will automatically open. A photo or scan of the documents listed below must be uploaded in .jpg or .pdf format. *All of these documents are required to properly evaluate the student's application for admission to STMC.* Again, the form will accept multiple documents.
- The applicant's Final Report Card from last June.
  - The applicant's most recent Report Card.
  - A recent photo of the applicant. (School photo preferred)
  - A personal letter written by the student stating why he/she would like to attend St. Thomas More Collegiate.

Once all documents have been added, click 'Submit' to save and proceed to the next form. If you have no documents to upload to this form, just click 'Submit to proceed with your application.'

9. The '**Optional Documentation Form**' will automatically open. A photo or scan of the documents listed below may be uploaded, in .jpg or .pdf format, to support and inform the student's application. *Documents pertaining to First Nations Heritage, IEP's, or CMP's should be uploaded if available, to facilitate a more complete evaluation of the student's application for admission to STMC.* Again, the form will accept multiple documents.
- Reference letters from current or former teachers. If possible, use STMC Form B
  - Reference letters from athletic coaches, STMC Alumni, or parents of present STMC students.
  - Relevant medical information
  - Individual Education Plans (IEP)
  - Case Management Plans (CMP)
  - For applicants of First Nations heritage, details of Band Name and Ministry Band Code.

Once all documents have been added, click 'Submit' to save and complete your application. If you have no documents to upload to this form, just click 'Submit to complete your application.'

10. Congratulations! Your application to St. Thomas More Collegiate is now complete. In the top right corner of your screen, click 'Log Out' to exit the STMC PowerSchool Web Portal. Please retain your username and password for the Portal, however. All families admitted to STMC, will find the Portal to be a most valuable resource for information concerning attendance, grading, and important school communications.

Please note that following submission of your completed full application, offers of admission to successful applicants will be made by telephone. For families who cannot be immediately offered admission to the school, a letter explaining circumstances and possible waitlist status will be sent via regular mail.

Timelines for notification of admission status vary according to the grade level of the student and the time of year. Applications for the upcoming school year, if received by January 31<sup>st</sup>, are collectively reviewed in February, with initial offers of admission provided in late February for incoming Grade 8 Students, and by late March for all other grade levels. Applications for admission to the upcoming school year at any grade level that are received after January 31<sup>st</sup> will be evaluated as received, with notification to families starting in April. Applications for the current school year will be evaluated as received, with notification to families as soon as the application review has been completed.

## Appendix 1: Signing in for Document Uploads

In most cases, you will not have to sign in to upload documents. If you are presented with a 'Sign In' button, however, please follow these steps to authenticate, and then upload, your application documents.

The screenshot displays the PowerSchool SIS interface. The main content area shows the 'Citizenship Documentation Form' with fields for 'Was the student born in Canada?', 'City or Town of Birth', 'Province of Birth', 'Student's Citizenship Status', and 'Proof of Citizenship'. A 'Sign In' button is highlighted with a blue arrow labeled '1. Click to open the Sign In window'. A 'Document Attachment' modal is open, showing fields for 'Email Address' and 'Password', and buttons for 'Sign In' and 'Register'. A blue arrow labeled '2. Use your PowerSchool email & pw' points to the 'Email Address' field. A red arrow labeled '5. Click 'Sign In' after registering' points to the 'Sign In' button. A blue arrow labeled '3. Click 'Register'' points to the 'Register' button. A 'Terms of Use and Privacy Policy' modal is also shown, with a blue arrow labeled '4. Check the box and click 'Register'' pointing to the 'Register' button.

4. Check the box and click 'Register'

The screenshot shows the 'Terms of Use and Privacy Policy' modal. It contains a checkbox labeled 'I agree to the Privacy Policy and Terms of Use Agreements' and a 'Register' button.