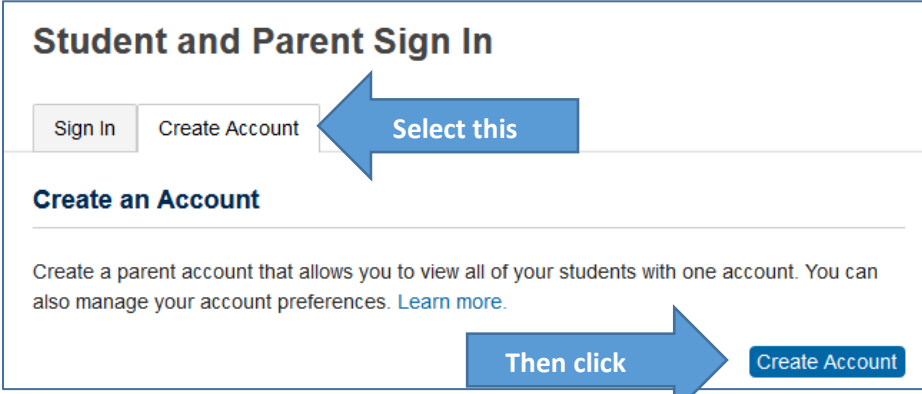


New Family Guide for Completing the Full STMC Application Form

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

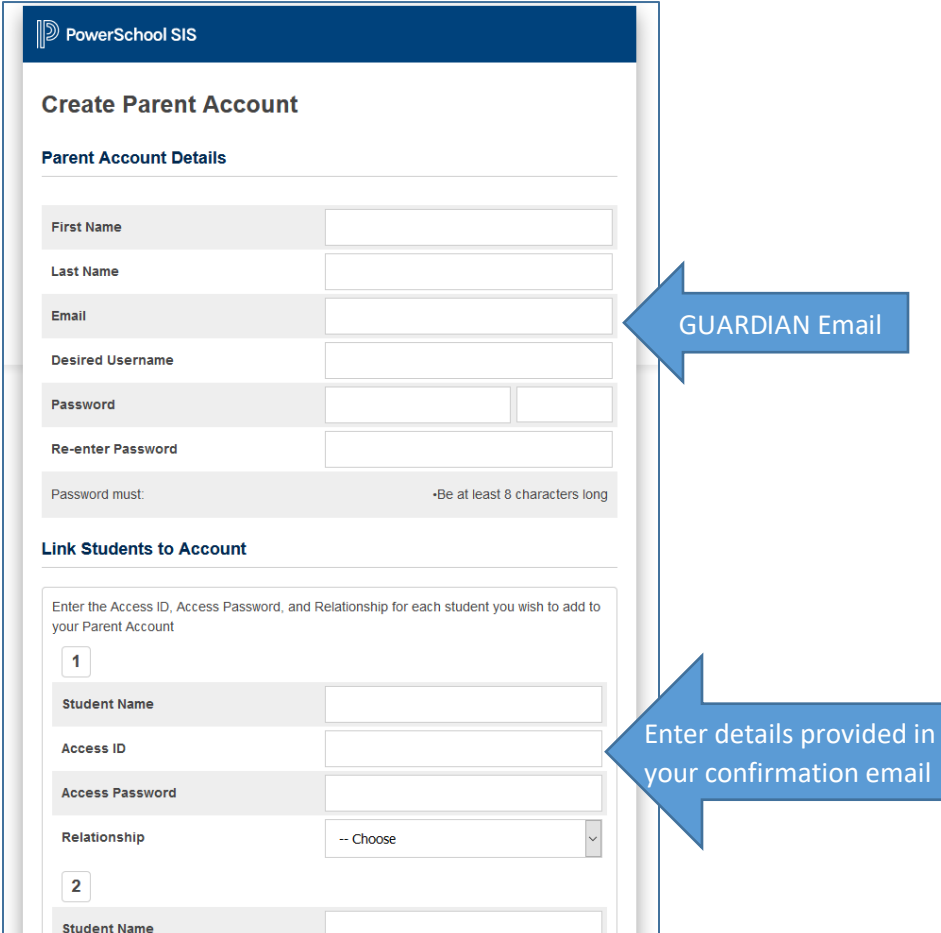
Sign In Create Account **Select this**

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**

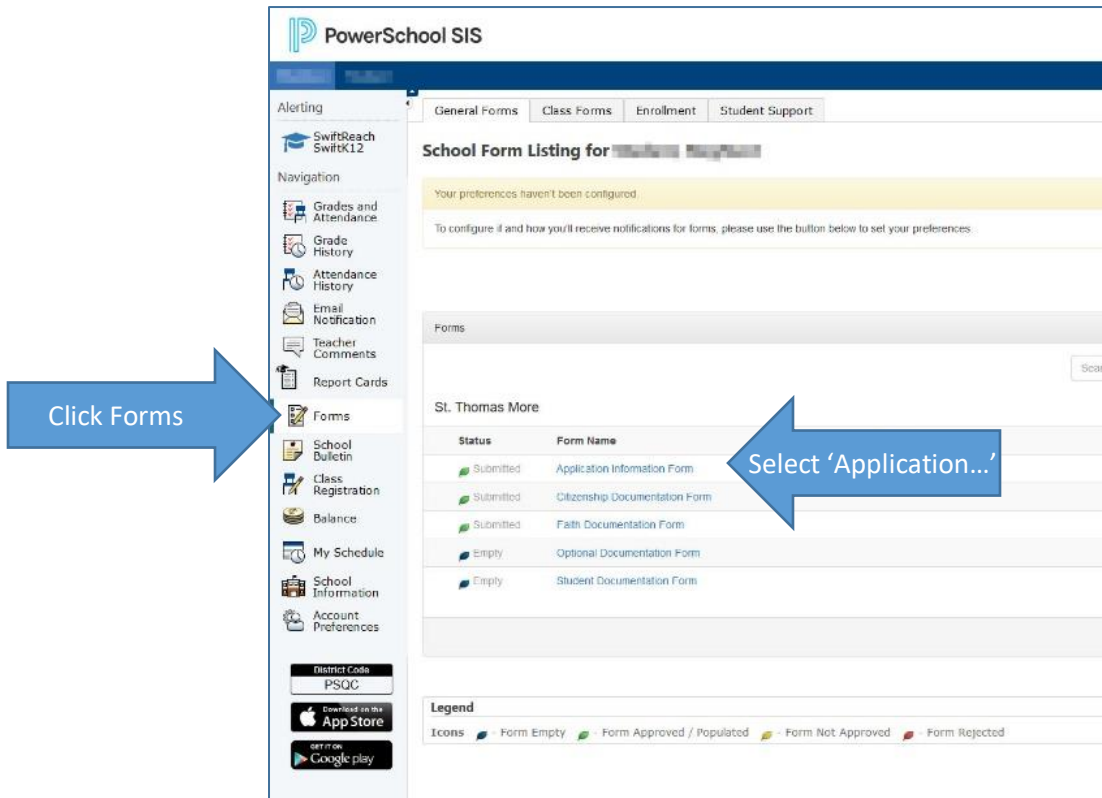
Access Password

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.



- 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**

7. After submitting the 'Student's Proof of Citizenship' form, the '**Faith Documentation Form**' will automatically open. As and if applicable, please request your parish priest or other faith leader to complete the online form that is linked from the page.

If applicable, upload a photo or scan in .jpg or .pdf format of the student's Baptismal Certificate and/or other faith-related documents. 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 reference from your child's current school teacher MUST be provided to permit consideration of your application.* The teacher must complete the online form that is linked from the page, EXCEPT for students from OLM, St Michaels, and St Francis de Sales schools. Gr.7 teachers at these schools will submit references directly to STMC.

In addition, a photo or scan of the documents listed below must be uploaded in .jpg or .pdf format. *All of these documents are also required to properly evaluate the student's application for admission to STMC.* Again, the form will accept multiple documents.

- a. The applicant's Final Report Card from last June.
- b. The applicant's most recent Report Card.
- c. A recent photo of the applicant. (School photo preferred)
- d. A personal letter written by the student stating why he/she would like to attend St. Thomas More Collegiate.
- e. If the applicant has an IEP, CMP, Psych Ed Assessment, or any other diagnostic educational report, the document(s) must be uploaded in this section.

Once all documents have been added, click 'Submit' to save and proceed to the next form.

9. The **'Recommended 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. Again, the form will accept multiple documents.

1. Reference letters from athletic coaches, STMC Alumni, or parents of present STMC students.
2. Relevant medical information to be shared with the school.
3. 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 31st, 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 31st 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 shows the PowerSchool SIS interface. The main content area displays 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 visible in the 'Upload Student's Proof of Citizenship' section. A 'Document Attachment' modal window is open, showing fields for 'Email Address' and 'Password', a 'Forgot password?' link, and 'Sign In' and 'Register' buttons. A 'Terms of Use and Privacy Policy' modal window is also shown, with a checkbox for 'I agree to the Privacy Policy and Terms of Use Agreements' and a 'Register' button. Annotations with arrows point to these elements: '1. Click to open the Sign In window' points to the 'Sign In' button in the main form; '2. Use your PowerSchool email & pw' points to the 'Email Address' field in the 'Document Attachment' modal; '3. Click 'Register'' points to the 'Register' button in the 'Document Attachment' modal; '4. Check the box and click 'Register'' points to the checkbox and 'Register' button in the 'Terms of Use and Privacy Policy' modal; '5. Click 'Sign In' after registering' points to the 'Sign In' button in the 'Document Attachment' modal.

4. Check the box and click 'Register'

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