

## Guide to Submit Registration Documents via Google Form

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### Things you will need

- Valid Email Address
- Access to a computer

### Step 1

After receiving the Registration email from Sturgeon Public Schools, click on the attached PDF(s) and download/open. This will vary depending upon the device you are using.

If you do not have a PDF viewing application, like Adobe Reader, you may download it here:

PC/MAC computers- <https://get.adobe.com/reader/>

For Chromebooks- You may edit the PDF in Chrome browser. Simply right click the PDF from where you downloaded it to and open with Chrome. It will open in another tab.

### Step 2

Open the PDF and fill out the information needed...please read the form carefully.

After filling out all student information, save the completed document before uploading.

To save:

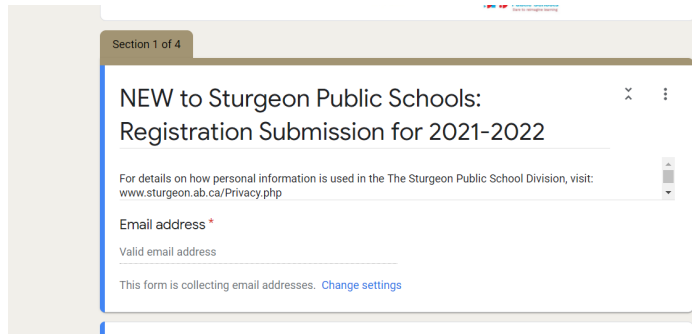
1. Click **File** in the upper left ribbon.
2. Choose **Save As**
3. Highlight 'New Student Registration Form 2020-2021'  
(This should be automatically filled) and rename with your child's name -  
Student name\_Date (ie NewStudent\_25JAN21).

Choose somewhere on your computer to save it. **It is important to make note where you have saved it.**

### Step 3

Click on the Registration Submission link found in the email you received from Sturgeon Public Schools. Please fill out the fields within the google form.

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Section 1 of 4

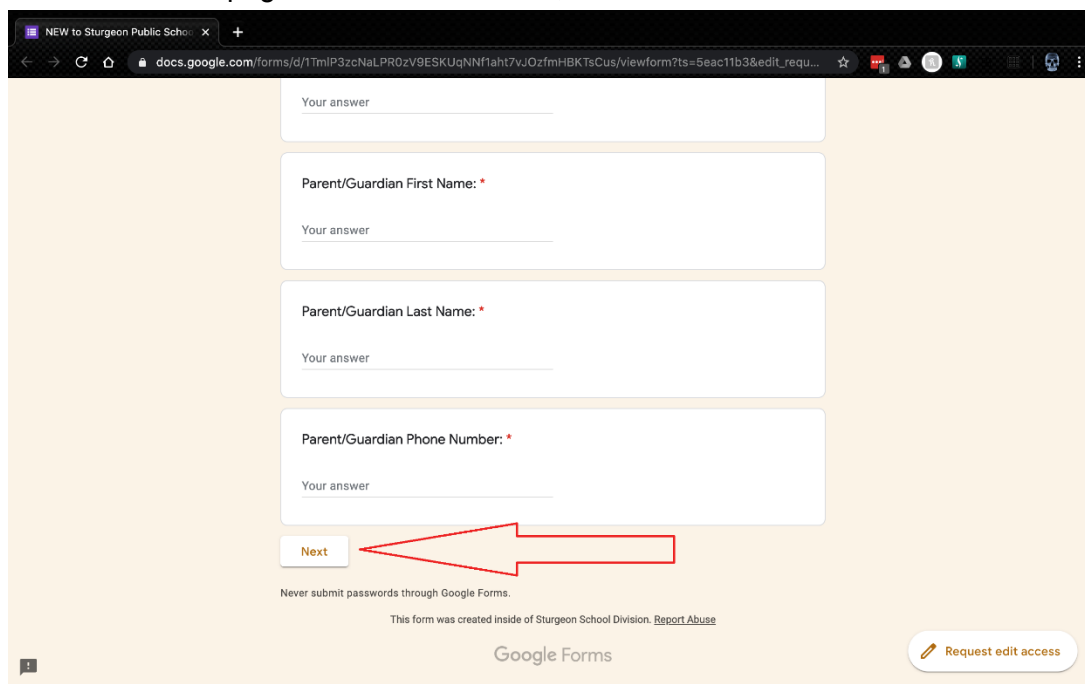
**NEW to Sturgeon Public Schools:  
Registration Submission for 2021-2022**

For details on how personal information is used in the The Sturgeon Public School Division, visit:  
[www.sturgeon.ab.ca/Privacy.php](http://www.sturgeon.ab.ca/Privacy.php)

**Email address \***  
Valid email address

This form is collecting email addresses. [Change settings](#)

At the bottom of page 1 of this online form, Press next



NEW to Sturgeon Public Schools

docs.google.com/forms/d/1TmlP3zcNaLPR0zV9ESKUqNNf1ah7VjOzfmHBKTScus/viewform?ts=5eac11b3&edit\_requ...

Your answer

**Parent/Guardian First Name: \***  
Your answer

**Parent/Guardian Last Name: \***  
Your answer

**Parent/Guardian Phone Number: \***  
Your answer

**Next**

Never submit passwords through Google Forms.

This form was created inside of Sturgeon School Division. [Report Abuse](#)

Google Forms

[Request edit access](#)

### Step 4

Now upload the PDF form(s) that you filled out in **Step 2**

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### Registration Form Upload

NEW to Sturgeon Public Students only please.

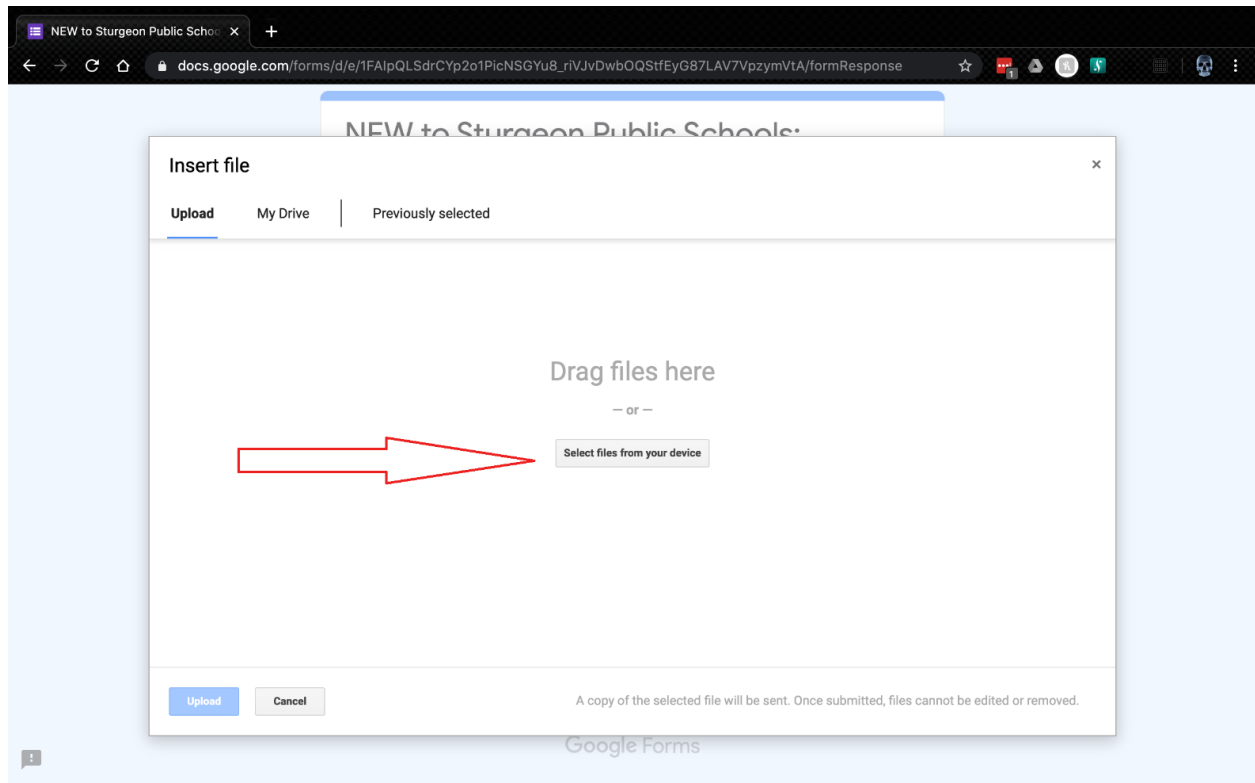
If you require assistance on this process, please review the How-To document provided in the email or feel free to contact the school office at 780-939-2074 for further guidance.

Please upload your completed Registration Form in here. You can upload up to 10 documents\*\*

After section 2 Continue to next section

Click **Add file**

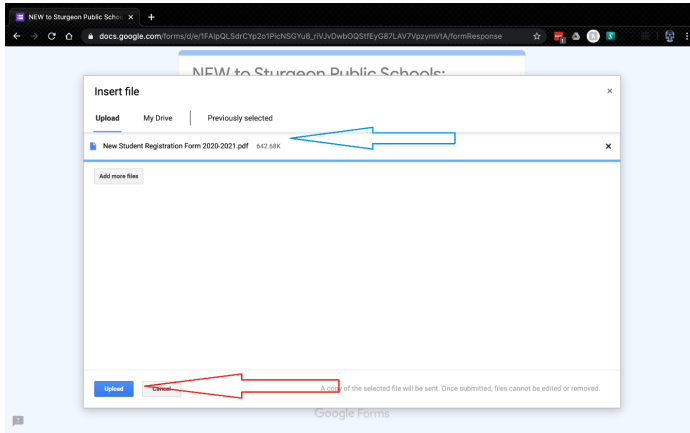
Click **Select Files from your device**



Navigate to where you have saved the completed PDF, \*\*\* as noted in Step 2

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Click either open/add and your file will upload. The uploaded file will appear at the top of the “Insert File” Box

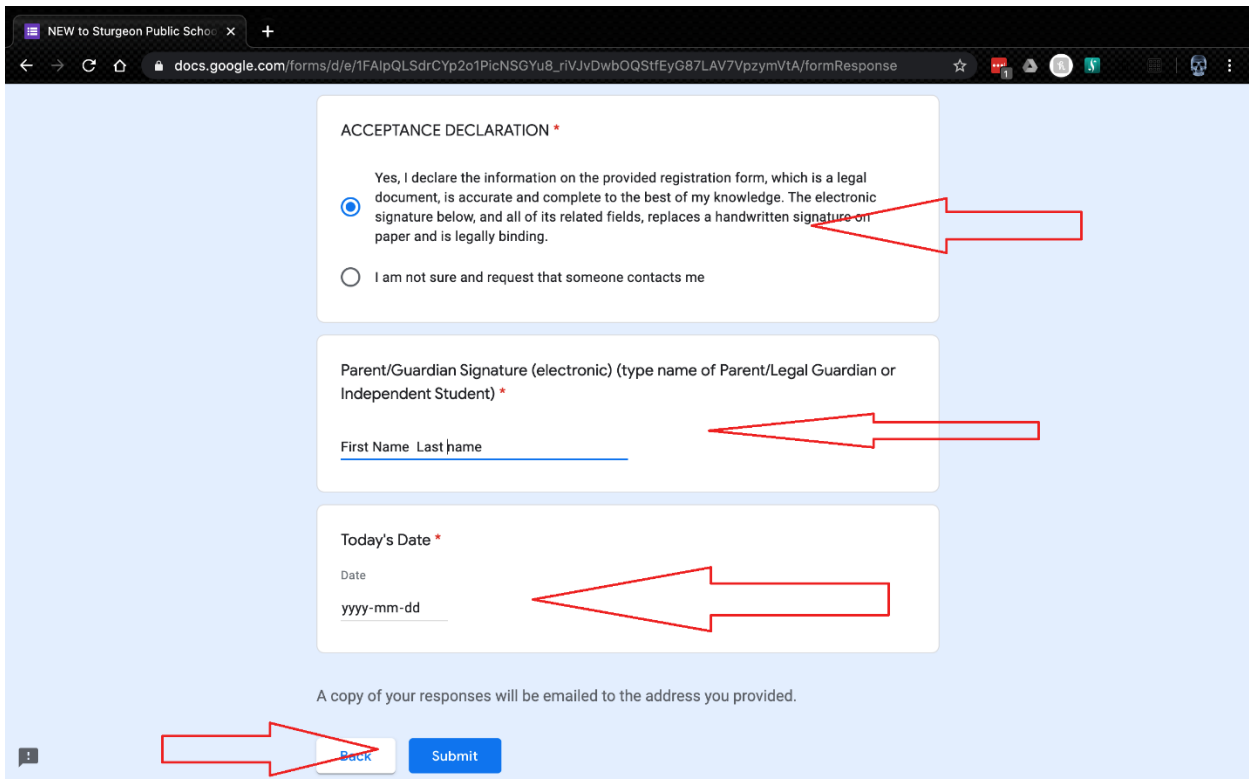


Click Upload in the lower left

Click Next

### Step 5

Please click the appropriate “**Acceptance Declaration**”



**ACCEPTANCE DECLARATION \***

Yes, I declare the information on the provided registration form, which is a legal document, is accurate and complete to the best of my knowledge. The electronic signature below, and all of its related fields, replaces a handwritten signature on paper and is legally binding.

I am not sure and request that someone contacts me

**Parent/Guardian Signature (electronic) (type name of Parent/Legal Guardian or Independent Student) \***

First Name Last name

**Today's Date \***

Date

yyyy-mm-dd

A copy of your responses will be emailed to the address you provided.

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Enter your first and last name along with the date.

Click **Submit**

You will receive an email confirming the receipt of your form. Please check your **Junk mail** if you have not received one.