HOW TO APPLY

We use **SchoolCloud** for online registrations. To apply:

Before You Begin the Application

We strongly recommend using a computer rather than a mobile phone or tablet to create your online application.

Please have a scanned copy or photo of your child's Birth Certificate (or other proof of citizenship or residency) ready for upload.

For participation in any onsite classes, field trips, or other activities, you will need your child's Alberta Health Care number. This is required so we can provide timely medical attention in the event of an emergency.

Completing the Application

First if you do not have a SchoolCloud account, create a SchoolCloud account at - https://schoolcloud.ca/CreateUrsaAccount.
You will receive an email with a link to set your password.
After creating your password, use it to log in at https://schoolcloud.ca/Login and start the application.

If you already have an account, login at https://schoolcloud.ca/Login

Once you have entered your student's name and birthdate, the application will move through a series of tabs. After each page, always click "Save and Continue"

First, choose the school (ursa) and the program your child is registering for:
Parent Directed, Shared Responsibility, Distance, or Global Online.
Clicking on the different choices will give you a description of each program to help you know which program to choose.

Fill in your student's basic information (grade, address, etc.) and the parent information.

The questionnaire gives us helpful information to know how to best support your family.

Upload a copy of the child's birth certificate on the "Forms" tab.

Work through each of the other tabs. For Parent Directed and Shared Responsibility students, the last page asks you to choose between following the Alberta Programs of Study or the Schedule of Learning Outcomes in the Home Education Regulation, which can be found **HERE**

Now is your opportunity to add any additional students.
To add another student, click "Add New Student" and repeat the previous steps to create their application.

If you do not wish to add any more students, you can proceed directly to complete the application.

The system will email you a copy of your completed application.

We will contact you if additional information is required to process your application.

For further information about ursa and how to apply or if you have problems with any part of the application, you can contact us at schoolcloud@thirdschools.ca