



USER GUIDES

Peel International Languages Registration Parent Guide

June 2017

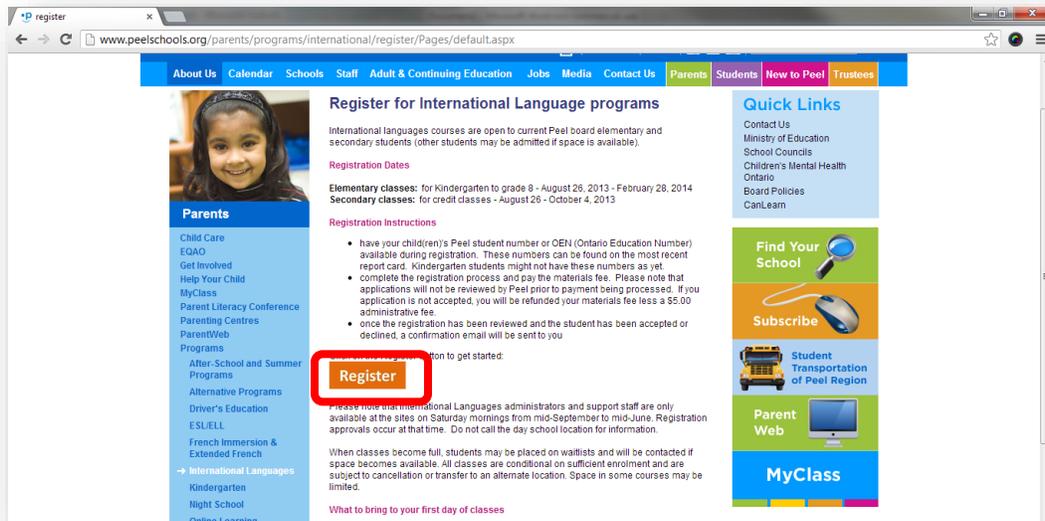


REGISTERING FOR PEEL INTERNATIONAL LANGUAGES CLASSES

To register for any Peel International Languages classes online, please go to:

<http://www.peelschools.org/parents/programs/international/register/Pages/default.aspx>

Once on the Peel International Languages page, click the orange **Register** button.



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Class Registration

Select Language:

Select Grade:

On the next page, select the Language and Grade you would like to register for. Once you select a Language and a Grade, you will see all available schools.

If your school is not named on the Select School dropdown list, this means that the course you are looking for is not offered at that school.

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Class Registration

Select Language:

Select Grade:

Select School:

Register

Or, your school might be satellite site, and you'll need to select another school. For a complete list of courses and locations, please visit www.peelschools.org/conted/il.

School-Day does not have any information about classes or locations.

Select your Language, Grade and School, and click **Register**.



A new page will open. Now, you will have to either sign into an existing School-Day account, or create a new one. You must have a School-Day account to register for Peel International Languages.

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CREATE A SCHOOL-DAY ACCOUNT

Already Have a School-Day Account? [Click Here to Sign in.](#)

First Name
[Input Field]
Enter your first name.

Last Name
[Input Field]
Enter your last name.

Email Address
[Input Field]
Please enter your email address.

Email Address Confirm
[Input Field]
Please confirm your email address.

Password
[Input Field]
Please enter your password.

Confirm Password
[Input Field]
Please retype your password.

CAPTCHA Code
[Image: CAPTCHA with text 'MEXICO' and 'SOUTH']
[Input Field: Type the text]
We require that you enter verification characters above to prove that you are a human.

Email Notifications
 Yes
 No
Would you like to receive email notifications about the latest events, products, and announcements sent from your school?

By clicking Create Account, you acknowledge that you have read and will abide by our [Terms of Use](#).

CREATE ACCOUNT

If you already have a School-Day account, click **Click Here to Sign In**. You may have an account from last year, or from pre-registering other students for International Languages classes. If you do already have an account, to make things easier, log into that account. You can have multiple students on one School-Day account.

If you do not already have a School-Day account, you can create one. Just fill in all of the required fields on this page and click **Create Account**.

Please make sure that you use an email address that you have access to, and which you can check regularly. Using a valid email address is very important, as Peel will send information to this email account later on. Please make sure you remember your email address and password for future use.

School-Day does not have access to any passwords or usernames, so it is very important that you remember or write down your information.



Once you sign into or create your School-Day account, you will see the Registration box at the top of your screen.

If you are registering an existing student linked to your account, select them by clicking on their name, and then click **Register**.

If your student is not listed, select **New Student**, then click on **Register**. Enter the first and last name of the student and click **Continue**.

Next, fill in all applicable fields including Student information, Guardian, and Emergency Contact Information, and any medical conditions your child may have. If your child is currently enrolled in the Peel International Languages Program, you will select that they are a Peel Student and enter in their Peel Student Number. **If they are enrolling for the first time and do not regularly attend a Peel school, you will select Non-Peel Student, and enter in their Ontario Education Number (OEN) which can be found at the top of any report card. If your child will be enrolling into Kindergarten and they do not have a Student Number, select Non-Peel Student and click on the box by Kindergarten Application.**

Please note that Student and OEN numbers are not available from School-Day. If you need help obtaining this information, please contact your school office.

You can save your form in progress at any time by clicking on the **Save** button at the bottom of the registration form. You will be able to access the saved form in progress by clicking on the Registration Box at the top of the screen for the form in progress.

Once you have completed all the applicable fields, click **Submit**.



You will need to make your \$20.00 payment for the class, online. To complete your application, you must make your payment online. If your application is not accepted, you will be refunded your class fee minus a \$2.50 fee. Please note that applications will not be reviewed by Peel prior to payment being made.

Click **Pay Now** to proceed with your registration.

Registration Payment

Please note that applications will not be reviewed by Peel prior to payment being made. To complete your application, you must make your payment online. If your application is not accepted, you will be refunded your class fee minus a \$2.50 administrative fee.

Once your payment has been received, your application will be pending approval. You will be notified via email when your application has been reviewed and approved, or not approved, by the Peel Administrator. Do not contact School-Day regarding the status of your application or refund. Only the Peel Administrator can provide you with this information.

Greek and Bulgarian classes are run at Tomken Road M.S., a satellite site of Applewood Heights S.S.

PAY NOW **CANCEL**

You will be taken to your Shopping Cart to pay for the class. Review your information and click **Checkout**.

You may be redirected at this time to complete your account profile if you have not already done so. If you are redirected, fill in all mandatory fields and include at least one contact phone number, then click on Update on the bottom left hand side of the screen. You will be taken back to your Cart, where you can now click on **Checkout** once again.

MY CART

	Peel IL 2017 Test Group For Frank Jones	\$20.00	Please note that applications will not be reviewed by Peel prior to payment being made. To complete your application, you must make your payment online. If your application is not accepted, you will be refunded your class fee minus a \$2.50 administrative fee. Once your payment has been received, your application will be pending approval. You will be notified via email when your application has been reviewed and approved, or not approved, by the Peel Administrator. Do not contact School-Day regarding the status of your application or refund. Only the Peel Administrator can provide you with this information. Greek and Bulgarian classes are run at Tomken Road M.S., a satellite site of Applewood Heights S.S.	1	REMOVE
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Press **checkout** to pay **\$20.00** for Items in school:

CHECKOUT



On the next screen, enter in all credit or debit card information to process your payment.

Once your payment has been received, your application will be pending approval. You will be notified via email when your application has been reviewed and approved, or not approved, by the Peel Administrator. Creation of classes is an ongoing process from September to March and only when there is space for your child(ren) will the registration(s) be confirmed.

Please do not contact School-Day regarding the status of your application or refund. Only the Peel Administrator can provide you with this information, or provide you with a refund where applicable. For Peel School contact information, please visit the link below to find your school, or contact Continuing Education at conted.info@peelsb.com.

<http://www.peelschools.org/schools/all/Pages/default.aspx>

If you need would like to apply to another class for another student, you may do so with any existing account by following these same steps. You do not need to create a separate account for multiple applications.

TECHNICAL SUPPORT

If you require technical, and not administrative assistance after reviewing this user guide, please contact us:

- By phone at 1.855.253.1731
- By email at support.ticket@school-day.com or
- Submit a ticket by clicking on the support icon  found at the top right-hand corner of any School-Day page.