



# Bow Valley High School

"Light the Fire Within"

2000 River Heights Drive, Cochrane, AB T4C 1Y8  
Phone: 403-932-9005  
Email: [bowvalley@rockyview.ab.ca](mailto:bowvalley@rockyview.ab.ca)  
Website: <http://bowvalley.rockyview.ab.ca>

Mr. Jim Reilly  
Principal

Ms. Kathleen Elliott  
Assistant Principal

Mr. Scott Thompson  
Acting Assistant Principal



## STUDENT REGISTRATION PROCEDURES (2023-2024)

Welcome to Rockyview Schools and Bow Valley High School! To register a student for the 2023-2024 school year, a Parent or Guardian must complete the following via SchoolEngage:

1. Proceed to our website at <https://bowvalley.rockyview.ab.ca>.
2. Please ensure that you have scanned the following two documents, and have a ".pdf, .jpg or .png" file of each, ready to upload into SchoolEngage:
  - A copy of the student's **Birth Certificate** (and other Citizenship/Visa documents if not a Canadian Citizen)... Passports do NOT qualify.
  - **Proof of Residency** (can be a copy of a Utility/Phone Bill or a Home Purchase/Rental Agreement).
3. From the home page, click on the **Registration link** as illustrated below.



4. Look for the "**Register Online**" paragraph located mid-way down the BVHS Registration page. Click on the appropriate link as described below:
  - If your student is new to a Rockyview School (and no siblings have attended previously), click on the link to access SchoolEngage (<https://rockyview.schoolengage.ca>), then click on the **Create new account? link**.
  - If your student has siblings in a Rockyview School, proceed to [ps.rockyview.ab.ca/public](https://ps.rockyview.ab.ca/public) (the PowerSchool Parent Portal). Sign in to the Parent Portal, **then** access SchoolEngage (the last link on the bottom left).

Please note that the Registration form for the upcoming school year may not be available in SchoolEngage until January or February of the current school year. For assistance with SchoolEngage, call 403-945-4115.

5. Once all has been completed for SchoolEngage, please be sure to complete the appropriate **Course Selection form** with your student. Course Selection forms can be found on the BVHS Registration page under "**2023-2024 Registration Forms**" and simply printed off.

Completed Course Selection forms along with the student's most current Report Card, Detailed Academic Report, or Transcript can be emailed directly to [jyounglarocque@rockyview.ab.ca](mailto:jyounglarocque@rockyview.ab.ca), or dropped off at the BVHS Office.

**NOTE:** Once a SchoolEngage account is in place, it should always be accessed via the PowerSchool Parent Portal. This will allow parents or guardians to accomplish additional functions such as Annual Demographic Updates, Annual Authorizations and Booking School Buses through the Transportation Department.