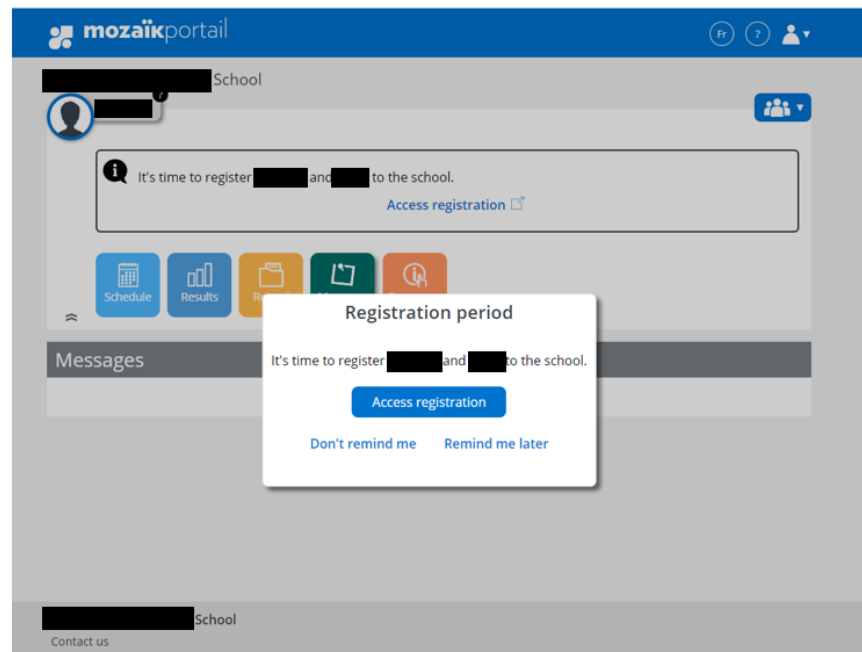


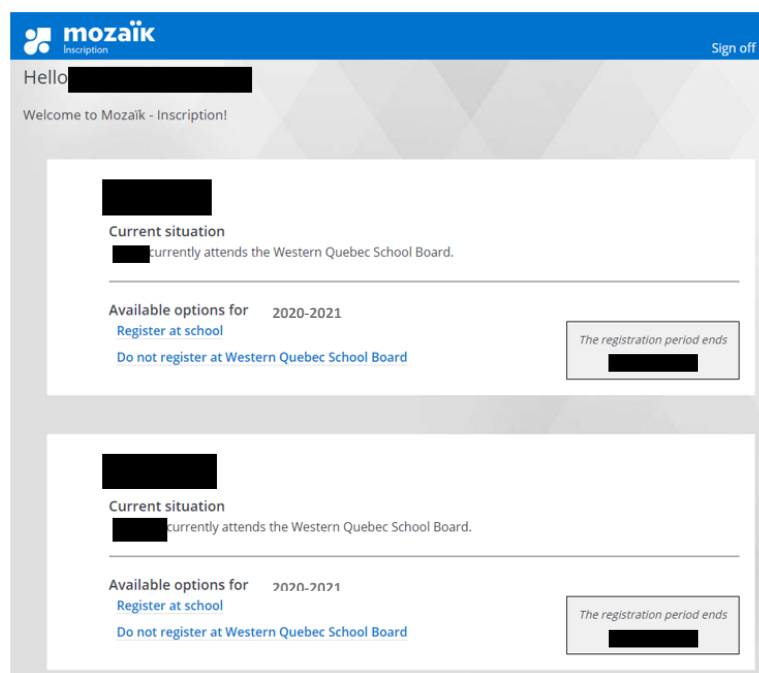
Instructional guide to re-register student in Mozaïk parent portal account.

Before proceeding with the re-registration, you must have created a Mozaïk Parent Portal account. If you have any questions/issues, please contact the School Organization Department at (819) 684-2336.

Once the re-registration process has begun, the following message will appear when a parent/guardian logs into the parent portal.



1. click on “**Access registration**”
2. There will be two available choices, please click on the appropriate selection:
 - **Register at school**: indicates that the child **will be returning** to the Western Quebec School Board and the re-registration process must be completed.
 - **Do not register at Western Quebec School Board**: indicates that the child **will NOT** be returning to the Western Quebec School Board.



Do not register at Western Quebec School Board

If your child will **not** be returning to the Western Quebec School Board, please indicate the reason for the withdrawal. To complete the form, check off the confirmation checkbox and then click on **“Do not register student”**.

Do not register [redacted]?

Please indicate the reason :

- Withdrawal
- Private school registration
- Moving out of Quebec
- Other, please specify :

[^](#) Important information

Please ensure that the information reviewed is accurate. Incorrect information could result in delays in the re-registration process and assigning of transportation (should the child be eligible).

Should you have any problems completing this on-line re-registration form, please contact the School Organization Department at 819 684-2336.

[Close](#)

I confirm having read the important information above and sign the registration.

[Do not register student](#)

Register at school

If your child will be returning to the Western Quebec School Board, please review the information available in all the sections and complete as required.

Registration for the **2020-2021 school year**

[^](#) [redacted]

School

[redacted]

[Information about the school change request](#)

Student's main address

Next school year, [redacted] will be residing at

[redacted]

Residing with

[redacted]

[Change of main address](#)

Supplemental information

This section is mandatory to complete your registration.

[Complete the questionnaire](#)

[0 / 6](#)
Completed questions

[Important information](#)

I confirm having read the important information above and sign the registration.

[Register student](#)

3. If a change of address is required, click on **“Change of main address”** and complete the required fields. Click **“Save”**.

Change of main address

Please indicate the student's main address.

Warning message ⚠

It is the parent's responsibility to always notify the school of all address changes throughout the school year including split custody and babysitter addresses. Please review the student address information indicated. If required, make any necessary corrections and indicate the effective date for this change of address. The approval of address changes will only be completed once you provide the school with a proof of address such as: driver's licence, utility bill, lease/deed.

Close

Address

Start entering a street address or postal code

[The address cannot be found?](#)

Residing with

As of (aaaa-mm-jj)

Save

A change of address will only be approved after you have provided the appropriate proof of address such as a driver's licence or utility bill and lease/deed.

4. Complete the **Supplemental Information** section by clicking on **“Complete the questionnaire”**.

The image below is only an example. The number of questions will be different for each school.

Supplemental information

This section is mandatory to complete your registration.

[Complete the questionnaire](#)

0 / 6

Completed questions

To continue to the next question, click on the arrow button

Consent

As the parent/legal guardian of this student, I freely and voluntarily consent to allowing my child's photo images, audio recordings, video recordings, and academic work to be published, aired or displayed, waiving any rights to any monetary claims deriving therewith.

Yes

No

Other

➔

5. Once all the sections have been reviewed and/or completed as required, check off the confirmation checkbox and click on **“Register student”**.

 [Important information](#)

Please ensure that the information reviewed is accurate. Incorrect information could result in delays in the re-registration process and assigning of transportation (should the child be eligible).

Should you have any problems completing this on-line re-registration form, please contact the School Organization Department at 819 684-2336.

[Close](#)

I confirm having read the important information above and sign the registration.

[Register student](#)

6. To finish the re-registration process, click **“Register student”** once again.

Register ?

You are confirming that for the 2020-2021 school year this student will be registered at: Western Quebec School Board.

Once a student has been registered, his/her registration can no longer be modified.

[Register student](#)

[Close without saving](#)

After the re-registration has been completed, you can view your completed form by clicking on **“See school registration”**.


Current situation

 currently attends the Western Quebec School Board.

He was registered at school by  on April 9th, 2021

Available options for 2020-2021

[See school registration](#)

[Modify contact information](#)

Please Note

- ***If the student resides with both parents, both parents can create a portal account and view the student’s information. Only one parent can complete the re-registration process online.***
- ***In a split custody situation, both parents can create a portal account and view the student’s information. Only the parent whose address has been identified as the student’s main address with the school can complete the re-registration process online.***