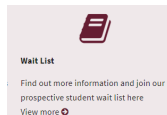


Renew Your Wait List Application NOVEMBER 1-30, annually

To read through the Renewal FAQs, [click here](#). If you have an address or grade change to make, SEE THE [RENEWAL FAQs](#) BELOW!

You can renew your application by following these steps:

- Go to the FFCA website, www.ffca-calgary.com. Scroll down and click on the Wait List Quick link



- Go to the [Online Waitlist System](#) link
 - Enter your email address (ID) and your password
 - If you cannot remember your password, click on "Forgot Your Password?", enter your email address and answer your challenge question. An email will be sent to you with your new password.

A screenshot of a login page. At the top left, it says "Enter your Username and Password". To the right, there is a paragraph: "Please login, using your email address, to access your existing account. If you do not have an account yet, click on New Application to create one. The services listed below may be accessed without authentication." Below this, there are two input fields: "Username:" and "Password:". Below the password field are two buttons: "LOGIN" and "CLEAR". At the bottom left, there is a link "Forgot your password?" which is circled in red. To the right of the login fields is a button labeled "New Application" with a red and yellow icon.

- Click on the Update and Renewal Gateway.



- You should see your child/ren listed next. The Status on this page does NOT mean anything. Each time you login, it will likely reset to "Your Action Needed" or "Pending". **Please ignore it!!**

Your Students

Waitlist Update and Renewal Gateway

This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist after this Gateway process.

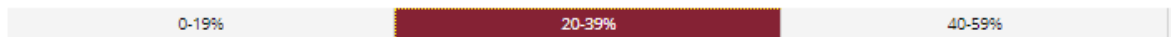


First Name	Last Name	Status	Update/Renew
[Redacted]	[Redacted]	Your Action Needed	

- Click on the Update/Renew link
- You will go to the Primary Parent Information page (20-39%). The page 0-19% was where you created the account. It is not accessible.

Primary Parent or Guardian

Waitlist Update and Renewal Gateway



[BACK](#) [SAVE AND NEXT](#)

Only a parent/legal guardian is allowed to apply to wait list a student. The student must reside with this guardian.

You can click on each question or tab. Fields shaded gray are read-only; you cannot type in them. Required fields have a red asterisk. A are filled in. Click it to go to the next page. If you click it and cannot move to the next page, then a required field is not filled in. Scroll up

- Go through each screen, confirming that your information is up to date.
 - Fields with a red asterisk are required.
 - You cannot change your child's name, date of birth or gender. These fields are greyed out. You'll need to upload a picture of either the birth certificate or name change certificate if you need those fields updated, then email the waitlist coordinator to have the change made.
 - To update your address, click Yes below your old address

Do you need to update your address information? *

Yes

No

Click yes if you need to update your mailing address or add your physical address.

- Enter your new address then upload an Address Verification Document

Upload Home Address Verification document here

+ Browse

- You are required to provide Home Address Verification. All documentation must be uploaded to complete the renewal. Acceptable documents for Home Address Verification are driver's license, utility bill, property tax bill, offer to purchase, or offer to lease.
- To update your student's grade, click No below the listed grade and enter the grade you are applying for.

Next year's grade or if it's September/October, current grade (grade will be rolled over on Oct 31 for the following year) *

+ Browse

1▼

Is the above grade correct? *

- Yes
- No

Grade applying for *

+ Browse

2▼

- Upload a report card for grade verification

Please upload a report card here

+ Browse

- You are required to provide a copy of the report card/proof of grade level if your child is in school. All documentation must be uploaded to complete the renewal.
- Enter the sibling information IF the students are actual siblings and one student currently attends an FFCA campus. Cousins and neighbours/friends are NOT considered siblings. Parent names will be confirmed with the birth certificate.

- Now that you have confirmed all the information on your account, you will do the actual renewal on page 60-79%.

The screenshot shows a progress bar at the top with four segments: 0-19%, 20-39%, 40-59%, and 60-79%. The 60-79% segment is highlighted in dark red. Below the progress bar are two dark red buttons: "BACK" and "SAVE AND NEXT".

Text below the buttons: "This will only be open November 1 - 30. The rest of the year it will be read-only."

Confirmation text: "I confirm that my information is correct. Renew my student's application for the coming school year."

Radio button options:

- I confirm

Instructional text: "Please click 'Save and Next', confirm you have completed this student, and navigate to the end of the gateway to complete your renewal."

At the bottom of the form are two more dark red buttons: "BACK" and "SAVE AND NEXT".

- Click "I confirm" to agree that all your account information is correct, and you want to Renew the application for the coming school year.
- Click Save and Next
- Confirm that you have completed this student after entering your electronic signature.

Finishing Up

Do not complete this page until ALL required documents have been uploaded THEN enter your name below. This is a legally binding electronic signature that confirms all information provided here is complete and accurate to the best of your knowledge. *

Your name is your electronic signature.

I have completed this student. *

Yes

- Click Save and Next
- If you would like to download a PDF of the application, click Download PDF

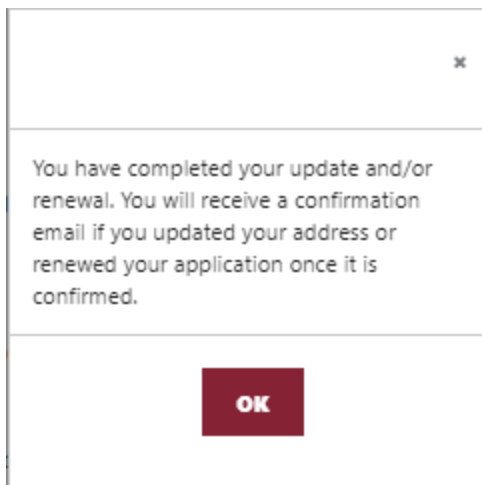
The screenshot shows a page titled "Final Checklist / Download PDF" with the subtitle "Waitlist Update and Renewal Gateway". At the top, there is a progress bar with five segments: 0-19%, 20-39%, 40-59%, 60-79%, and 80-100%. The 80-100% segment is highlighted in dark red.

Text below the progress bar: "Congratulations! You have completed the first step in the registration process. To view or print a PDF of these instructions, scroll to the bottom of the page and click on the 'Download PDF' button."

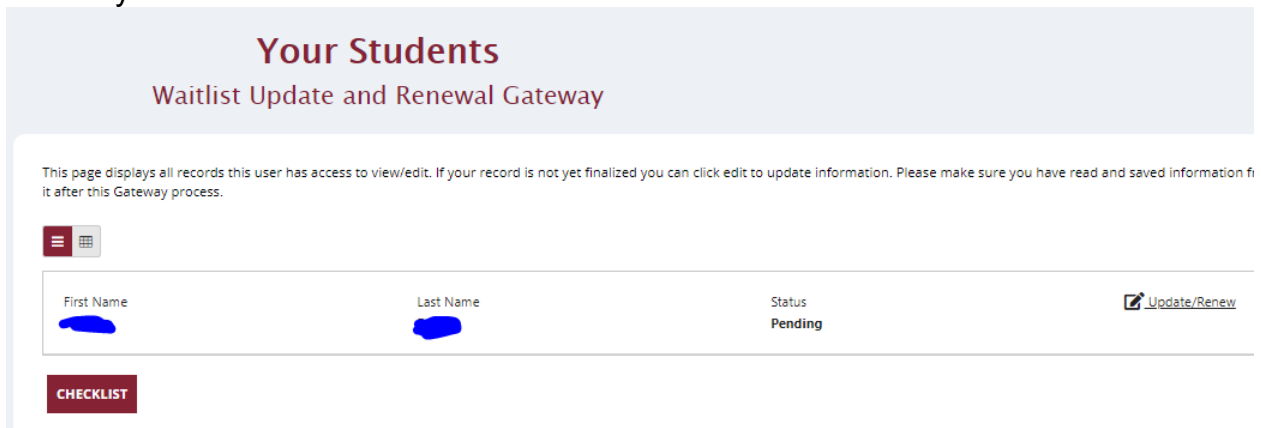
Text below that: "You need Adobe Reader installed on your computer in order to open a PDF file. If it is not installed, please install before clicking the 'Download PDF' button."

At the bottom of the page are three dark red buttons: "BACK", "DOWNLOAD PDF", and "CONTINUE".

- Now click Continue
- You will see a pop-up, as follows:



- You will receive a confirmation email shortly from registration. FoundationsAB@registrationgateway.net
 - Please add that email to your safe sender/receiver list so that it isn't sent to your junk mail or blocked entirely (especially if you use Gmail)
 - Each student will receive an individual email
 - If you change your address or student's grade or request sibling status, you will receive an email once the documents/siblings have been verified. That could take weeks. The date/time that you complete the renewal will be recorded in the timestamp, not the date/time that the documents have been verified.
- You will now be redirected back to the list of your students. The status will say "Pending" but that does not mean you haven't completed the renewal. Additionally, if you log back in, it will likely say Your Action Needed. **Please ignore the status!**
- If you have more than one child, continue to the next child to renew the application until all your children have been renewed.



Your confirmation emails will be sent AFTER you logout of your account or AFTER your supporting documents have been verified.

- Click Logout
 - If you had no updates to make, you have completed the renewal once you receive a confirmation email for EACH ONE OF YOUR STUDENTS.
 - If you updated the address or grade or requested sibling status, and you have already uploaded the supporting documents, you have completed the renewal process and will receive a confirmation email once the documents have been

verified. If you log back into your account, you should see Renewal Complete in the field at the top of the student information screen

Renewal Complete?

Renewal Complete

- If you updated the address or grade, and you have NOT already uploaded the supporting documents, you have NOT completed the renewal process and will NOT receive a confirmation email until you have uploaded the required documents. If you log back into your account, you will see nothing in the field at the top of the student information screen

Renewal Complete?

If the documents are not uploaded by November 30th your student will not be included in the admission process of the coming year. This is not considered a missed renewal, however, once we run the updates after renewal, the wait lists are SET. Students with missing documents will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining (depending on whether your student is ranked or lottery). The following year, your student will be returned to the wait list according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

Renewal - Frequently Asked Questions

[Back to top](#)

What if I don't have a computer?

You can borrow a computer at any Calgary Public Library. Renewals will not be done via phone, email, or in person. They must be done online, by you, a friend, or a relative.

To renew, do I create a new application online?

No. Renewals are done through the Online Wait List System Update and Renew Gateway only. New applications are not accepted from mid-October to mid-December.

Does it matter what day in November that I renew?

No. Students are not sorted on the Wait List by renewal date. They are sorted by the original application date, if ranked. For lottery students, one entry will be applied to the application for every November renewal that is completed on time.

What if my child is showing in the wrong grade? Or is already in Kindergarten?

When you login to renew in November, you should see that your child has been moved to the correct grade for the following academic year. If your child is on the wait list for Kindergarten, it will show his/her eligible year of kindergarten. If your student's grade is incorrect, click No below the listed grade and enter the grade you are applying for. Upload a report card for grade verification. You are required to provide a copy of the report card/proof of grade level if your child is in school. All documentation must be uploaded to complete the renewal.

If you updated the grade, and you have already uploaded the supporting documents, you will receive a confirmation email once the documents have been verified. **If the documents are not uploaded by November 30th your student will not be included in the admission process of the coming year. This is not considered a missed renewal, however, once we run the updates after renewal, the wait lists are SET. Students with missing documents will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining (depending on whether your student is ranked or lottery).** The following year, your student will be returned to the wait list according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

How do I update my home address/phone number/email address?

You can update your own phone numbers, home address and email address on the Online Wait List System. You will also need to upload a picture of your updated driver's license or offer to purchase/lease in order to finalize an address change. We will check the document and address then update the designated school, if applicable. You will need to have your 23/24 kindergarten child on the correct list by the end of November because we will begin the registration process in December/January. The home address will be confirmed by the campus during registration.

If you updated the address, and you have already uploaded the supporting documents, you will receive a confirmation email once the documents have been verified. **If the documents are not uploaded by November 30th your student will not be included in the admission process of the coming year. This is not considered a missed renewal,**

however, once we run the updates after renewal, the wait lists are SET. Students with missing documents will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining (depending on whether your student is ranked or lottery). The following year, your student will be returned to the wait list according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

What if I know I'm moving in the coming year, but do not have any supporting documentation yet?

Please notify the waitlist coordinator by November 30 to ensure you are placed on the correct waitlist if you plan to move before the following school year. If the child does not live within the campus boundary and no arrangements were made regarding an impending move, they will be transferred to the correct waitlist. Children are then sorted on the new waitlist according to their original application date, if they are on the Ranked System. If in the Lottery System, they will be added to the lottery pool for the new campus. Once the lottery is run after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining. The following year, the student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

What if I do not update my child's grade/address or notify the waitlist coordinator of an impending move prior to the end of renewal?

If the child does not live within the campus boundary and no arrangements were made regarding an impending move, they will be transferred to the correct waitlist. Children are then sorted on the new waitlist according to their original application date, if they are on the Ranked System. If in the Lottery System, they will be added to the lottery pool for the new campus. Once the lottery is run after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining. The following year, the student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

What if I forget to Renew in November?

You CANNOT renew after the deadline; however, your account will remain in the system and you may login the following year to re-activate the account. In fairness to the thousands of people who DO renew on time, there are no exceptions to this policy. If your child was ranked, he/she will be moved to the lottery. If your child was in the lottery, he/she will have zero entries into the weighted lottery system.

What if I forget my password?

If you can't remember your password, click on the link [Forgot your Password](#) to have it reset. If your email address doesn't work, try your other family email addresses. You may need to clear your cache/browser history or try another device in order for it to work. Additionally, add these email addresses to your address book/contact list to ensure you do not miss any important emails:

rnotification@src-solutions.com (password resets),

registration.FoundationsAB@registrationgateway.net (confirmation emails)

What if I forget my ID?

Your ID should be your email address. If your email address doesn't work, try your other family email addresses, if applicable. You may need to clear your cache/browser history or try another device in order for it to work. After you have tried all of them without success, email the wait list coordinator to have your ID changed to a current email address.

Questions?

If you have any questions or concerns, please read through the above information as well as the [Wait List FAQs](#). The waitlist website also has a lot of helpful information near the bottom under Documents/Websites of Interest, [click here](#) to go to the site. Include your full name and your child's full name in any correspondence. I receive approximately 2000 emails per day during renewal, so please wait a week or two for a response before following up. No phone calls will be accepted or returned. I will prioritize emails that are time sensitive as best as I can.