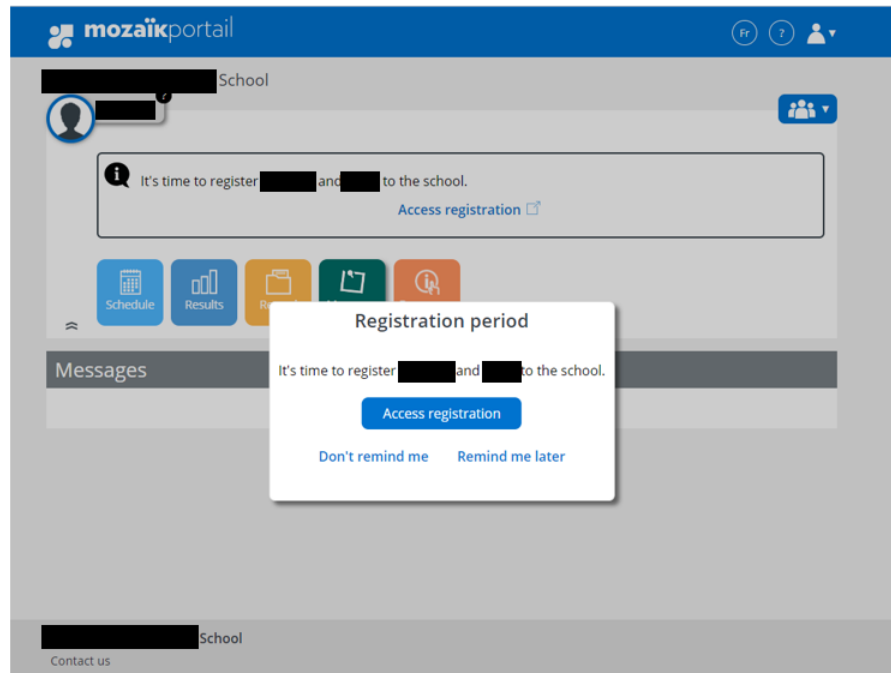


Instructional guide to re-register student in Mozaïk parent portal account.

Before proceeding with the re-registration, you must have created a Mozaïk Parent Portal account. If you have any questions/issues, please contact your child's school.

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.

Registration

The registration period ends **March 29th, 2021**.

[redacted] currently attends Western Quebec School Board.

[Re-registering for school](#)

[Report student departure from 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”**.

Notice of departure for the 2021-2022 school year

Reason for departure

I report the departure of my child from Western Quebec School Board because

Select a reason for departure

Details if necessary

500 characters

By completing the re-registration, you are confirming that your child will be returning (or not) to the Western Quebec School Board for the upcoming school year.

Show all

I confirm having read the important information above and am signing the registration. (Electronic signature)

Cancel Submit

Register at school

Review the information available in all the sections and complete as required.

Re-registration for the 2021-2022 School Year

1 Identification 2 School 3 Address 4 Questions 5 Confirmation

Child Identification

Date of birth: [redacted]
Permanent code: [redacted]
Gender: Male

Next step

Re-registration for the 2021-2022 School Year

✓ Identification

2 School

3 Address

4 Questions

5 Confirmation

School

[Redacted]

! Information pertaining to the school transfer request

No request for a change of school will be permitted with this online re-registration. Please contact your current school for more information or refer to our website for cross-boundary request procedures. westernquebec.ca/registration/register-a-student-to-school

[Report student departure from Western Quebec School Board](#)

- If a change of address is required, click on **“Address change request”** and complete the required fields. Click **“Save”**.

Re-registration for the 2021-2022 School Year

✓ Identification

✓ School

3 Address

4 Questions

5 Confirmation

Student Main Address

[Redacted]
Resides with
[Redacted]
Effective since 2010-01-18

[Address change request](#)

[Previous](#)

[Next step](#)

A change of address will only be approved after you have provided the appropriate proof of address to the school such as 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.

The screenshot shows a progress bar at the top with five steps: Identification, School, Address, Questions (highlighted with a blue circle and the number 4), and Confirmation (highlighted with a grey circle and the number 5). Below the progress bar is a heading 'Additional Questions' and a note: 'This section is mandatory to complete your registration.' The main content area is titled 'Consent' and includes a progress indicator '0/3'. The consent text reads: 'As the parent/legal guardian of this student, I freely and voluntarily consent to allowing my child's photo images, audio recording, video recordings, and academic work to be published, aired or displayed, waiving any rights to any monetary claims deriving therewith.' Below the text are three radio button options: 'Yes', 'No', and 'Other'. At the bottom of the question box are two arrow buttons, one pointing left and one pointing right.

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

5. Once all the sections have been reviewed and/or completed as required, check off the confirmation checkbox.

The screenshot shows a progress bar at the top with five steps: Identification, School, Address, Questions, and Confirmation (highlighted with a blue circle and the number 5). Below the progress bar is a heading 'Important Information' and a note: 'By completing the re-registration, you are confirming that your child will be returning (or not) to the Western Quebec School Board for the upcoming school'. Below this note is a link 'Show all' with a downward arrow. The main content area is a light blue box containing a checkbox and the text: 'I confirm having read the important information above and am signing the registration. (Electronic signature)'. At the bottom left of the page is a 'Previous' link, and at the bottom right is a 'Submit' button.

6. To finish the re-registration process, click “Submit” once again.

Re-registration for the 2021-2022 School Year

✔ Identification ✔ School ✔ Address ✔ Questions **5 Confirmation**


Important Information

By completing the re-registration, you are confirming that your child will be returning (or not) to the Western Quebec School Board for the upcoming school

[Show all](#) ▾

I confirm having read the important information above and am signing the registration. (Electronic signature)

[Previous](#) [Submit](#)


After the re-registration has been completed, you can view the form by going back to the main page and click on  .

Below you will see:

Registration

██████████ currently attends Western Quebec School Board.

The child was registered for school by ██████████ on Tuesday March 9th, 2021 08:21.

[View school registration](#) 

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.***