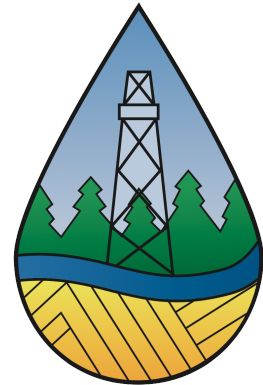


Online Registration for School District 60

Parents can now register for Kindergarten or other grades using the Provincial Student Information System called MyEducation BC.

If you have a student already attending school in our district use your current MyEducation BC account and skip to step 7.

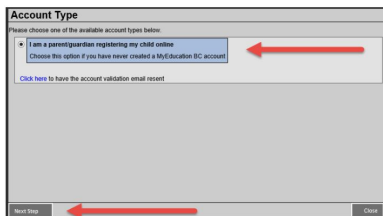
For parents that **DO NOT** have a MyEducation BC account follow instructions 1-6 below.



1. Access the desktop version of <https://myeducation.gov.bc.ca/> by either
 - a. Using a desktop or laptop computer
 - b. On a mobile device use a mobile browser that allows you to Request a Desktop Version of a website
2. Click on Request an Account



3. Click Next Step on the Account Type window.



- Supply parent demographic information. This goes to the student's record as a contact. Select Peace River North in the School District dropdown field.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name * Parent

Legal last name * Test

Street address * 2222-2 Street

RR Number / PO Box

City * Langley

State/province * BC

Postal code * V1M 3N3

Home phone * 604-999-9999

School District * Peace River North

Previous Step Next Step Close

- Setup your account with your email address, password, and security question

Account Information

Please fill in your user account information below.

Primary email *

Confirm email *

Password * Requirements

Confirm Password *

Security question * What is your favourite vacation spot?

Security answer *

Confirm answer *

Previous Step Create My Account Close

- Check your email for an account verification email. Check your Spam/Junk folder if it is not in your inbox.

Confirmation

✔ Account request processed!

Next step

A verification email will be sent to the email address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

Close

Creating a New Registration

Before starting please see <https://www.prn.bc.ca/register-for-school/> for up to date requirements for online or in-person registrations. Legible digital images of documents are required for the online registration.

7. After logging in to <https://myeducation.gov.bc.ca> and Online Registration widget will be available in the lower right hand side of the first page. You can start a new registration by clicking on the + Initiate button. You can also save and return to an application to continue it in this widget



8. Once a completed registration has been accepted by the school the status will change to "Accepted". Contact your school if you have any questions about the status of a registration.
9. The registration process has a number of "Top Tabs" to complete. The **Start** top tab begins with the school year. School years start in September and run to June of the following year.

A screenshot of the registration process showing the "Start" tab. The page has a navigation bar with tabs: "Start", "Student", "School", "Family/Contacts", "Additional Information", "Documents", and "Submit". The "Start" tab is active. Below the navigation bar, there is a section titled "Instructions" with text: "Please complete each of the tabs, and then 'Submit' when finished." and "If you need to stop and come back later, select 'Save & Close'. All your information is automatically saved when you move to a new tab, or select the 'Next' or 'Previous' buttons." Below this is a "Personal Information Notice" section. The main content area is titled "School Year Selection" and contains the text: "To begin a registration application, select a school year below:" followed by two radio button options: "2020-2021" and "2021-2022". The "2021-2022" option is selected. At the bottom of the page, there are buttons for "Previous", "Save & Close", "Next", and "Cancel".

10. **Student Demographics** - The student information includes everything about the child that the district needs to know including typical demographics, home language, and medical conditions.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit
Student Information						
Legal Name		Preferred Name				
First *	<input type="text" value="Student1"/>	First *	<input type="text" value="Student1"/>			
Middle	<input type="text"/>	Middle	<input type="text"/>			
Last *	<input type="text" value="Test1"/>	Last *	<input type="text" value="Test1"/>			
Suffix	<input type="text"/>	PEN		<input type="text"/>		
Gender *	<input type="text" value="F"/>					
If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one: <input type="text"/>						
Birth and Citizenship						
Place of birth		Country of citizenship * <input type="text" value="CAN"/> Canada				
Country of birth *	<input type="text" value="CAN"/>	If not born in Canada				
If born in Canada		Arrival in BC <input type="text"/>				
Province of birth	<input type="text" value="BC"/>	Arrival in Canada <input type="text"/>				
Age and Grade Level						
Enter the student's date of birth, which will determine the grade and age on Dec 31 in the school year for which you are registering.						
If the calculated grade below does not match the grade you are registering for, please enter the desired grade in the Comment field on the Submit tab at the end of the registration application.						
Date of birth (mm/dd/yyyy) *	<input type="text" value="8/1/2016"/>	Age 4				
Age as of Dec 31	<input type="text" value="5"/>					
Grade level	<input type="text" value="KF"/>					
Phone Information						
Enter phone information below						
Type	Number					
Home phone *	<input type="text" value="999-999-9999"/>		Phone numbers will be formatted according to the pattern: '918-123-4567' or with an extension '918-123-4567 x123'			
Work phone	<input type="text"/>					
Cell phone	<input type="text"/>					
Address Information						
The physical address of the student must be entered. Mailing and other addresses may also be added.						
Address Type	Address Line 1	Address Line 2	Address Line 3			
<input type="checkbox"/> Physical	99 999 Street		Langley BC V1M 2C5			
<input type="button" value="Add"/>	<input type="button" value="Delete"/>					

11. **School Selection** - if you are not aware of your home catchment school please scroll to the bottom of the School Catchment Maps page and enter in your address - <https://www.prn.bc.ca/schools/school-catchment-maps/> . Select your school in the School top tab.

12. **Family / Contacts** - Information is collected for parent/guardians, siblings and other contacts. Along with demographic information, the connection between parents and their children is established with this data. Details about siblings' grade levels and schools are also collected. The accepted registration will have this information included in the student record.

Complete this form for at least one parent/guardian

First name *
 Last name *
 Relationship *
 Allow portal access?

Email Address
 For custodial parent/guardians, a primary email is required.
 Primary email
 Alternate email

Phone Information
 Priority # Type Number
 Home phone * Phone numbers will be formatted according to the pattern: 910-123-4007
 Work phone or with an extension
 Cell phone 910-123-4007 x123

Contact Questions

Does the contact live with this student? Yes No
 Is this contact a guardian for this student? Yes No
 Can this contact pick up the student? Yes No

Address fields are optional for non-custodial contacts

Physical Address
 Is the physical address the same as the student's?

Mailing Address
 Mailing address same as the physical address?

13. **Additional Information** - Additional information can be collected about school history, special education, medical and language information, enabling the school district to support the student for all aspects of school life.

Start Student School Family/Contacts **Additional Information** Documents Submit

School History
 Last School or StrongStart Program of Attendance
 No previous school
 Date last attended
 Reason for leaving
 Previous school grade
 Previous school district
 Previous school name
 Previous school phone
 Previous school address
 Previous school city
 Previous school province
 Previous school country
 Comment

Has the student ever attended a school in this District?
 If yes, what is the name of the last school attended in this District?

Medical Information
 Does this student have a medical condition? Click Add and provide a description of the condition.

Medical Condition	Life Threatening
<input type="checkbox"/> Asthma	<input type="checkbox"/> No

 Add Delete
 Enter any additional medical notes

Student Services Support
 Has the student previously received Student Services Support?
 Type of Program (if known)

Language Information
 What was the student's first language spoken (native language)?
 * (English)
 What are the primary languages used in the home regardless of the language spoken by the student?
 * (English)
 What additional languages are spoken by the student?

14. **Documents** - Required documents are added in this top tab. Once the registration is accepted or denied by the school, these documents are automatically removed in an overnight procedure from the online registration.

The screenshot shows the 'Documents' tab in the registration application. The navigation bar at the top includes 'Start', 'Student', 'School', 'Family/Contacts', 'Additional Information', 'Documents', and 'Submit'. The 'Documents' tab is active and highlighted in green. Below the navigation bar, the heading 'Documentation' is displayed. The main content area is titled 'Required Documentation for Students New to the District' and provides instructions on how to upload documents. It lists two options: uploading documents with the registration application or providing them directly to the school. It also lists required documents for proof of school age and status in Canada, such as BC Services Card, Birth Certificate, Valid Passport, Immigration Documents, and Permanent Residence Card. A note states that further documentation may be requested. Below the text, there is a table with three columns: 'Name', 'Filename', and 'Document'. The table contains one entry: 'Birth Certificate' with filename 'birthcertificate.jpg'. Below the table are 'Upload' and 'Delete' buttons. At the bottom of the page, there are navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. A message at the bottom states: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to save your work and return to complete the registration application later.'

15. **Submit** - When parents are finished completing the registration, they can print all forms and submit to the school for review. Parents can choose Save and Close to save their work and return to complete the registration application later. To submit the registration to the school the parents click on Submit. Once the registration is processed, the parents receive an email confirming that the registration has been accepted or denied.

The screenshot shows the 'Submit' tab in the registration application. The navigation bar at the top includes 'Start', 'Student', 'School', 'Family/Contacts', 'Additional Information', 'Documents', and 'Submit'. The 'Submit' tab is active and highlighted in green. Below the navigation bar, the heading 'Done!' is displayed. The main content area is titled 'Congratulations! You have reached the end of the Registration application.' It includes a comment field with the text: 'I would like my child to go to my closest school not the catchment school. My closest school is one block away. Alice Brown. Thank you'. Below the comment field, there is a message: 'You may click Save and Close at any time to save your work and return to complete the registration application later. Before submitting your registration application, please review the information you have entered by clicking on each tab. Note: Once you click the Submit button you will not be able to edit the Registration application.' At the bottom of the page, there are navigation buttons: 'Previous', 'Save & Close', 'Next', 'Submit', and 'Cancel'.

Notes about timelines

Schools will aim to process online registrations within ten school days of their receipt. Please contact your school directly if you have any questions. Please watch for a phone call from your school as administrative assistants may need to contact you before completing the registration if they have any questions.

Summer registrations (July 1 - late August) will be processed in late August.

Questions / Support

This document and MyEducation BC Family Portal instructions are available at - <https://myedbc.prn.bc.ca/>

SD60 MyEducation BC Family Portal Account Reset support - <http://bit.ly/60portalreset>

By phone - Please contact your school. You can find their numbers at - <https://www.prn.bc.ca/schools/>