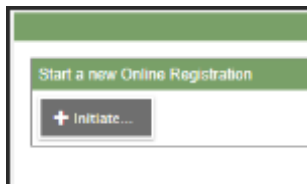


Online Kindergarten Registration: Parents Guide

Once a parent or guardian creates an account in MyEducation BC, an Online Registration widget is visible on the home page at login. Website: www.myeducation.gov.bc.ca/aspn



To begin, click the “Initiate” button in the Online Registration widget.

The parent starts the process and completes the necessary demographic information for their child. At any point during registration, the information can be saved and continued later by clicking on the “Save and Close” button (bottom of the screen). The parent needs to click on the green checkbox on the screen to continue the registration process.

The registration status will appear on the screen. Once registration is complete, print the full registration by clicking on the printer icon next to the submitted registration.



The screenshot shows the MyEducation BC dashboard. A table lists registrations with columns for Name, Email, Status, and Action. A red box highlights a registration with the status 'Accepted' and a printer icon in the Action column. A red arrow points from the 'Accepted' status to the printer icon.

Name	Email	Status	Action
Chloe Bergman	21	Accepted	Print

When registration is complete and the school has accepted, the status of the registration shows “Accepted,” so the parents are aware that the registration process is complete.

Step 1: Select the School Year

Under the START tab for a new registration you will be required to select the year you are registering for. Choose the upcoming school year, e.g. 2021-2022.

School Year Selection

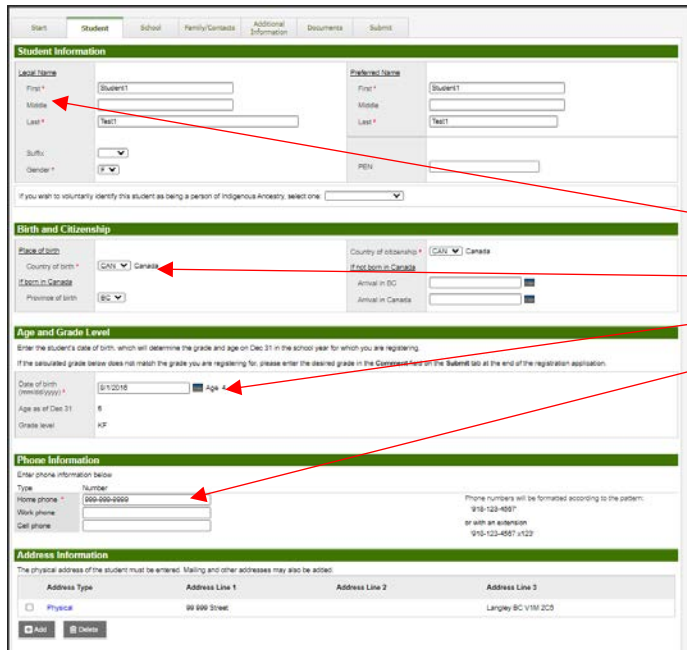
To begin a registration application, select a school year below:

2020-2021

2021-2022

Step 2: Student Demographics

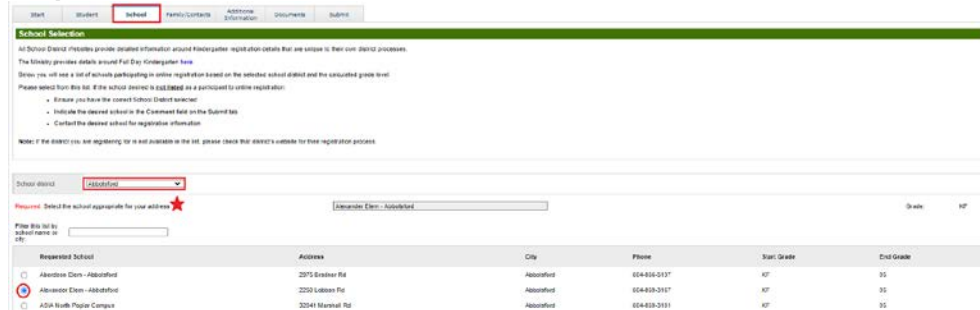
The student information includes everything about the child that the district needs to know such as name, birthdate, address, home language, medical conditions and so on.



The form includes sections for: Student Information (Label Name, Preferred Name, Gender), Birth and Citizenship (Place of Birth, Country of Birth, Province of Birth, Country of Citizenship, Arrival in BC, Arrival in Canada), Age and Grade Level (Date of Birth, Age as of Dec 31, Grade level), Phone Information (Home phone, Work phone, Cell phone), and Address Information (Address Type, Address Line 1, Address Line 2, Address Line 3).

Red Asterisks (*) are REQUIRED fields and must be filled in before you can progress to the next screen.

Step 3: School Selection



The form shows instructions for school selection based on the selected school district and the calculated grade level. It includes a dropdown for 'School district' (Abbotsford) and a 'Required' field for 'Select the school appropriate for your address' (Abbotsford Elem - Ashcroft). Below is a table of requested schools:

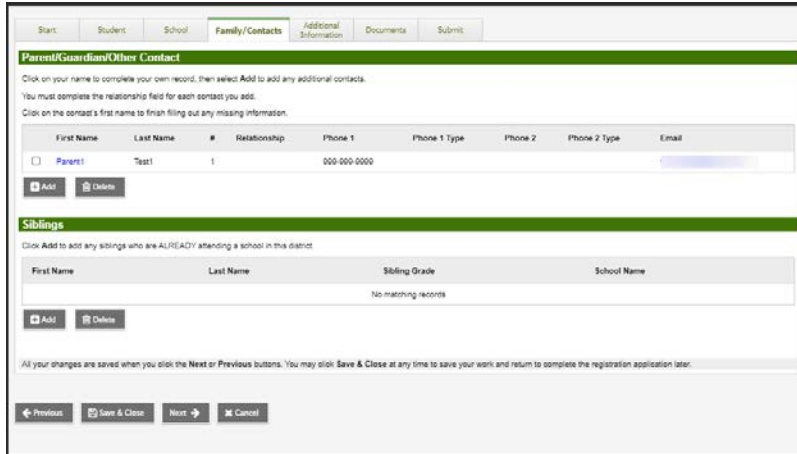
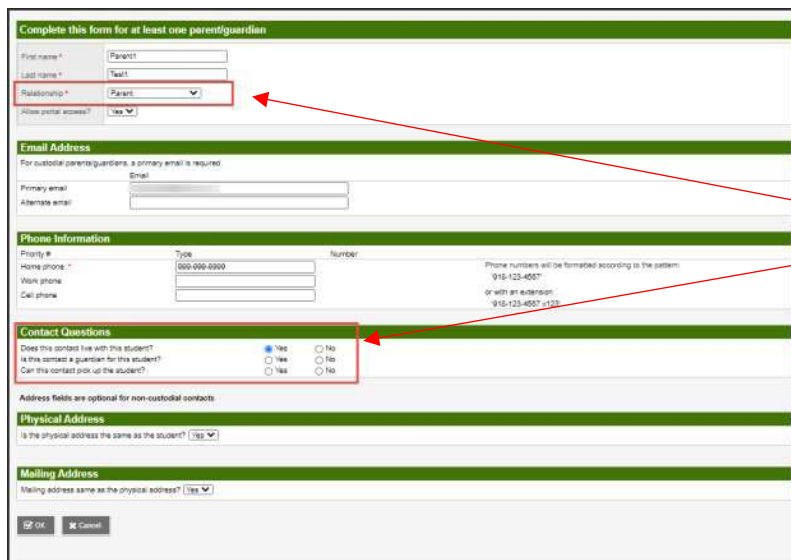
Requested School	Address	City	Phone	Start Grade	End Grade
<input type="checkbox"/> Abbotsford Elem - Abbotsford	2375 Smelter Rd	Abbotsford	824-856-3137	K1	10
<input type="checkbox"/> Abbotsford Elem - Abbotsford	2323 Lillian Rd	Abbotsford	824-856-3137	K1	10
<input checked="" type="checkbox"/> ADK Health Plaza Campus	32041 Marshall Rd	Abbotsford	824-856-3151	K1	10

School selection depends on the child's grade and address. ONLY choose your catchment school which is based on your address. To find your catchment school go to Abbsyschools.ca and use the [School Locator](#).

Step 4: Family/Contacts Tab

Enter all parent/guardians, siblings and other contacts information on this screen. Along with demographic information, the connection between parents and their children is established with this data. Details about siblings' grade levels and schools is also collected.

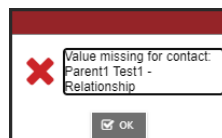
Parents will be prompted to fill in the relationship field for their entry before leaving this page.

Click on your name to access the parent/guardian details.

Add your relationship to the student and click OK to save

If you miss this step you will get an error message to update the contact relationship before you can proceed to the next step.





Step 5: Additional Information Top Tab

Additional information needs to be collected about your child’s school history, student services support, medical and language information, enabling the school district to process 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	<input type="checkbox"/>	Previous school address	<input type="text"/>
Date last attended	<input type="text"/>	Previous school city	<input type="text"/>
Reason for leaving	<input type="text"/>	Previous school province	<input type="text"/>
Previous school grade	<input type="text"/>	Previous school country	<input type="text"/>
Previous school district	<input type="text"/>	Comment	<input type="text"/>
Previous school name	<input type="text"/>		
Previous school phone	<input type="text"/>		

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	No

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?

Step 6: Document Top Tab

Attach all documents required for registration. A list of acceptable [Documents for Registering](#) are found on the Abbyschools.ca website.

****All required documents MUST be attached for your child's registration to be processed. Registration will be delayed if the school is required to follow up for copies of the required documents.**

The screenshot shows the 'Documentation' tab in the registration application. It includes a 'Required Documentation for Students New to the District' section with instructions and a list of acceptable documents. A table below shows one document uploaded: 'Birth Certificate' with filename 'birthcertificate.jpg'. At the bottom, there are navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'.

Click the upload button to attach photos or scanned copies.

***Tip**
Rename each file/photo so you know what has been uploaded to the registration. This makes it easier for you to verify that all supporting documents are uploaded.

Step 7: Submit Top Tab

Click Submit to send the completed registration request to your catchment school.

The screenshot shows the 'Submit' tab in the registration application. It features a 'Done!' message and a comment box 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'. At the bottom, there are navigation buttons: 'Previous', 'Save & Close', 'Next', 'Submit', and 'Cancel'.

Use the Comment box to add additional information you would like the school to know or to indicate if you are requesting a non-catchment to another school in our District.

Once the registration is processed by the school, the parents/guardians will receive an email confirming that the registration has been accepted or denied.