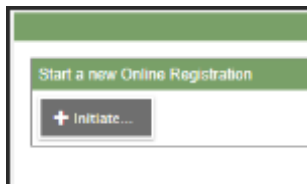# Online Kindergarten Registration: Parents Guide

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/aspen

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.

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.
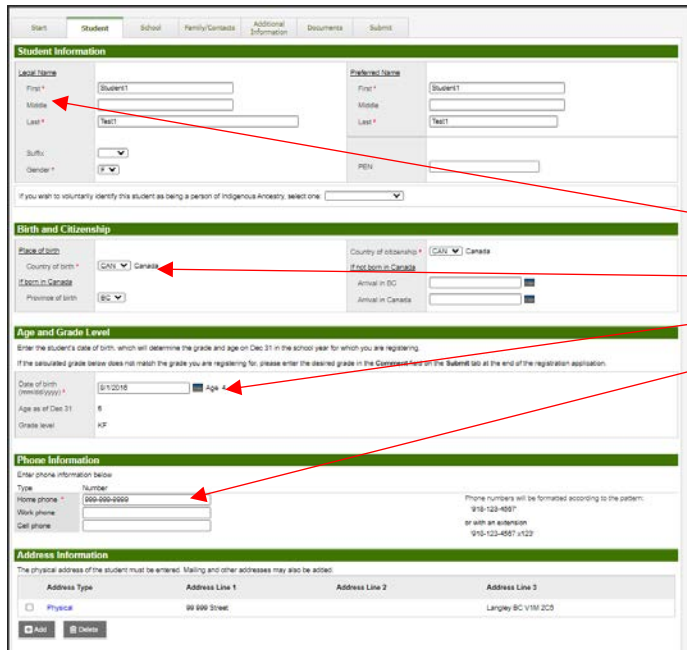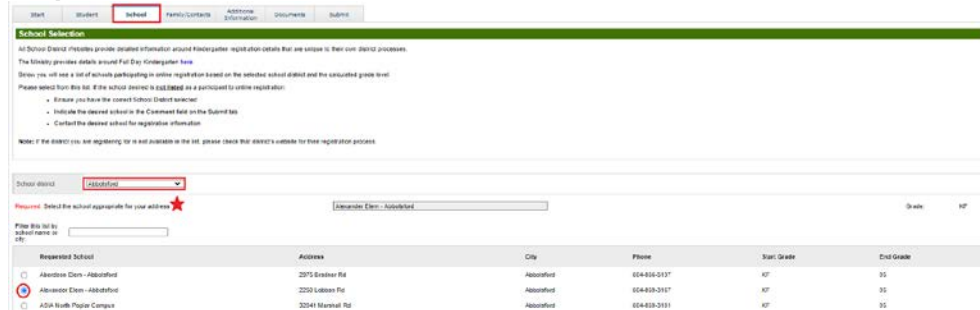

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Step 2: Student Demographics

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.

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

Step 3: School Selection
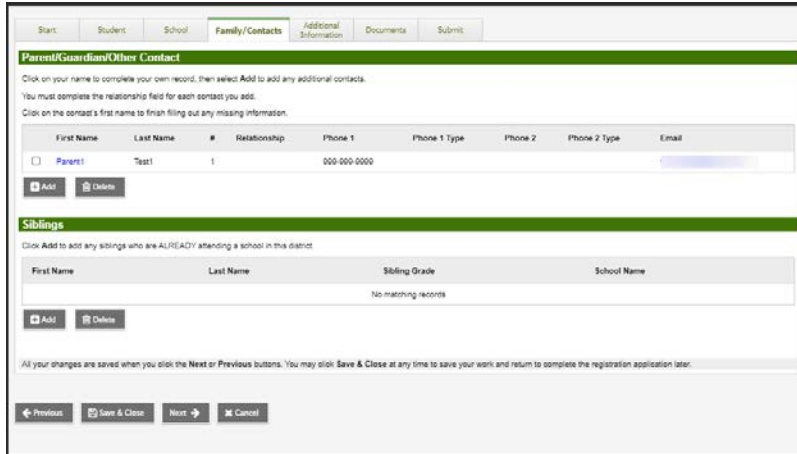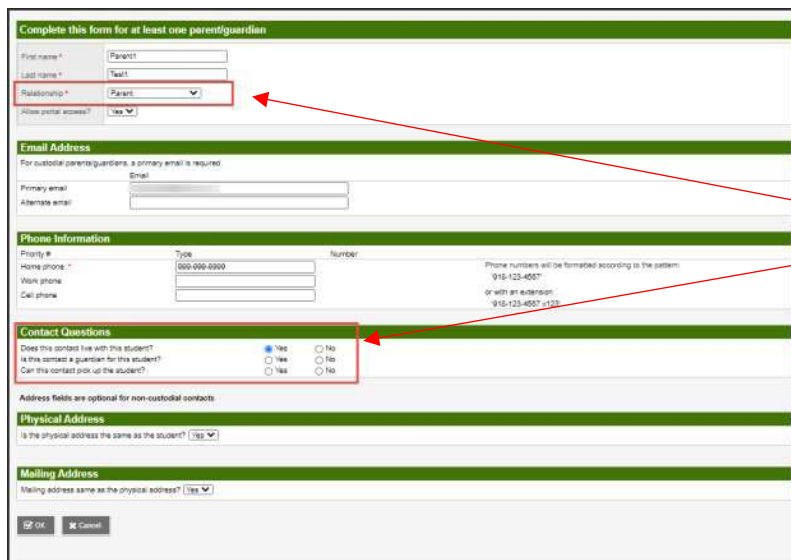
School selection depends on the child's grade and address. ONLY choose your catchment school which is based on your address. To find your catchment school go to Abbyschools.ca and use the School Locator .

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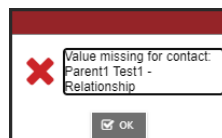
Parents will be prompted to fill in the relationship field for their entry before leaving this page.

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.

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.

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.

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.

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