ONLINE STUDENT REGISTRATION

OUTLINE OF PROCEDURE FOR PARENTS

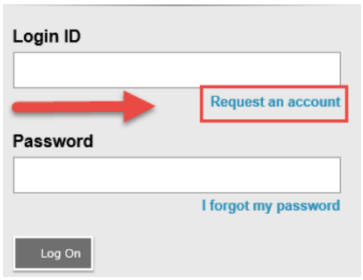
An online registration process is available for parents registering their kindergarten student for the 2023-2024 school year.

STEP 1: ACCOUNT CREATION: Create an account for the student information system, MyEducation BC.

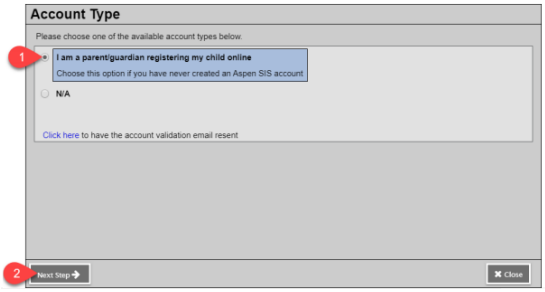
Use a desktop, laptop, or tablet device. A mobile device is not recommended.

1. URL for website: https://myeducation.gov.bc.ca/

2. Click the 'Request an account' link

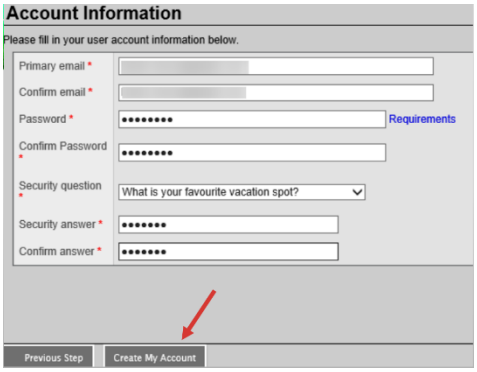


3. Verify you are a parent / guardian

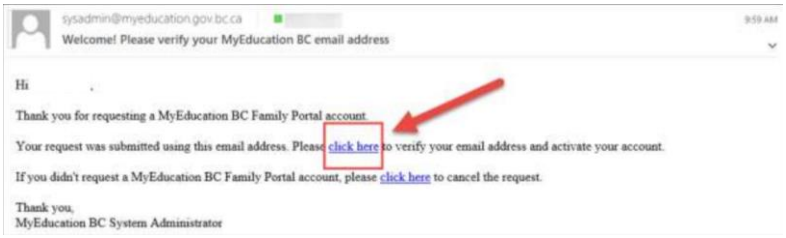


4. Enter your information in the 'Create Your Account' screen (select 'Qualicum' as the School District)

5. Set up your account in the 'Account Information' screen (all areas with red asterisk are required)



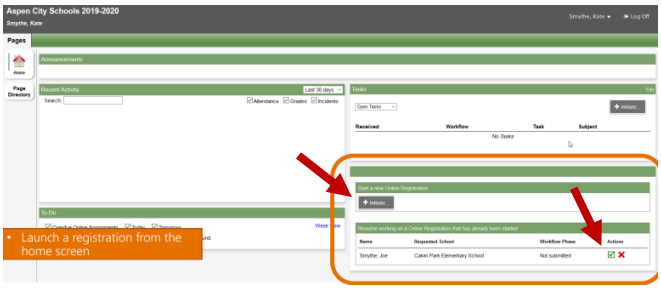
6. You will receive an email to verify your account. Click on the link in the email to activate your account.



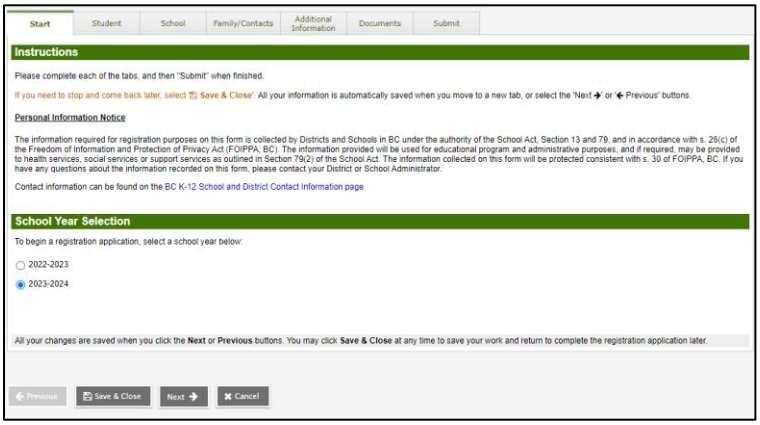
At the completion of this process, you will be able to log into MyEducation BC on a limited Family View account.

STEP 2: REGISTRATION: Complete the required fields and submit the registration.

1. Click the 'Initiate' button in the Registration widget. You can save your information and resume later. If you do resume, click the green checkbox by your student's name to continue. Do not select the 'Initiate' button again, or you will create a new record.



2. There are seven tabs of information. The process will take you through each tab. If you have entered some information, but wish to stop and complete later, click the 'Save and Close' button at the bottom of the screen.



Tab Name	Notes for Section
Start	Select the school year for the registration. Use '2023-2024' for students starting in September 2023.
Student	• Enter demographic information for your child. Areas with a red asterisk are required. • If your mailing address is different from your physical address, click the 'Add' button to enter the different information.
School	Select the catchment school for the student.
Family / Contacts	• Click the blue hyperlink for your record, complete the information, and click OK to save. • Select the 'Add' button in the 'Parent/Guardian/Other Contact' section to add additional contacts (e.g., other parent or emergency contact). • Select the 'Add' button in the 'Siblings' section to note any siblings who are already attending a school in the district.
Additional Information	• Enter 'School History' section (not relevant for kindergarten). • If the student has any medical concerns, click the 'Add' button in the 'Medical Information' section to enter details. An additional medical form may be required if your child has a medical condition noted in the district's website. • Please indicate in the 'Student Services Support' section if the student has received any services or support prior to school entry, such as: hearing, occupational therapy, physiotherapy, speech and language, or vision. • Complete the 'Language Information' section.

Documents	Click the 'Upload' button for each document. Documentation to upload may include: • Student proof of age and citizenship documentation • Proof of residency documentation • Medical forms (if applicable – found on district website) • Notarized legal documentation relevant to the student Once the school processes the registration, these documents are removed in an overnight procedure.
Submit – Comment Box	There is a 'Comment' box in this screen. Use this to provide additional information. Provide details. Examples include: • I wish to register my student for Early French Immersion. My student has a sibling in the program. The sibling's name is (*provide name*). • I wish to register my student for Early French Immersion. • I wish my student to participate in (*name of Program of Choice)*. I have completed the application form provided at the district registration web page. • I wish my student to attend a cross-boundary school (*name of school*). I have completed the application form provided at the district registration web page.
Submit	Review each tab to ensure the registration is complete, and documents are attached. When you are ready, click the 'Submit' button. • You will see a message confirming that the registration is complete. • The school will receive an email indicating an online registration is available for review.

ADDITIONAL NOTES:

- Refer to the District's registration webpage (*link here*) for details regarding valid documentation, medical forms, cross-boundary applications, and Programs of Choice.
- Monitor your emails. The school will contact you if additional information is required.
- If you register at a school outside your catchment, the school will forward the application to your catchment school. You will receive an email notification.