

ONLINE STUDENT REGISTRATION

OUTLINE OF PROCEDURE FOR PARENTS

An online registration process is available for parents registering their kindergarten student for the 2025-2026 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: <u>https://myeducation.gov.bc.ca/</u>
- 2. Click the 'Request an account' link

Login ID	
Password	Request an account
	l forgot my password
Log On	

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



3. Verify you are a parent / guardian

am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account
¥A
khere to have the account validation email resent
,

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

A	Account Information				
Ple	Please fill in your user account information below.				
Γ	Primary email *				
l	Confirm email *				
L	Password *	******	Requirements		
	Confirm Password	•••••			
l	Security question	What is your favourite vacation spot?			
l	Security answer *	•••••			
l	Confirm answer*	•••••			
		1			
	Previous Step	Create My Account			

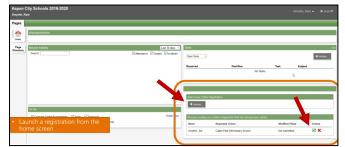
6. You will receive an email to verify your account. Click on the link in the email to activate your account.

sysadmin@myeducation.gov.bc.ca	9.59
Welcome! Please verify your MyEducation BC email address	
н.	
Thank you for requesting a MyEducation BC Family Portal account	
Your request was submitted using this email address. Please click here to verify your email address and activate you	ur account.
If you didn't request a MyEducation BC Family Portal account, please click here to cancel the request.	
Thank you,	
MyEducation BC System Administrator	

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.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit	
Instruction	IS						
Please comple	Please complete each of the tabs, and then "Submit" when finished.						
If you need to s	top and come bac	k later, select 🖺 !	ave & Close'. All you	r information is au	utomatically saved	when you move to	a new tab, or select the 'Next +' or ' Previous' buttons.
Personal Infor	mation Notice						
The information required for exploration payness on this form is collected to Dubrics and double in BC under the authority of the ShoreALAL Spectra of 1 and 7.9, and in accelerate with a 3.900 (of the spectra of the							
Contact inform	ation can be found	on the BC K-12 S	chool and District Co	ntact Information (page		
School Year Selection							
To begin a registration application, select a school year below.							
0 2023-2024							
2024-2025							
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							
+ Previous	Save & Clos	e Next 🗲	X Cancel				

Tab Name	Notes for Section
Start	Select the school year for the registration. Use '2025-2026' for students starting in September 2025.
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 (<i>provide name</i>). I have completed the application form provided on the district's school registration web page. I wish to register my student for Early French Immersion. I have completed the application form provided on the district's school registration web page. I wish to register my student for Early French Immersion. I have completed the application form provided on the district's school registration web page. I wish my student to participate in the Primary Learning Community program. I have completed the application form provided on the district's school registration web page. I wish my student to attend a cross-boundary school (<i>name of school</i>). I have completed the application form provided on the district's school 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 school registration webpage (*link here*) for details regarding valid documentation, medical forms, cross-boundary applications, and Programs of Choice.
- Monitor your emails. The school may return the registration to you if the application is incomplete.
- 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.