

# Online Registration for School District 81

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

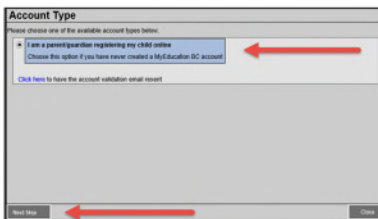
If you have a student already attending school in our district use your current MyEducation BC account and skip to step 7.

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 **Fort Nelson** in the School District dropdown field.

**Create Your MyEducation BC Account**

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

Legal first name \*

Legal last name \*

Street address \*

RR Number / PO Box

City \*

State/province \*

Postal code \*

Home phone \*

School District \*

[← 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 \*

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](#)

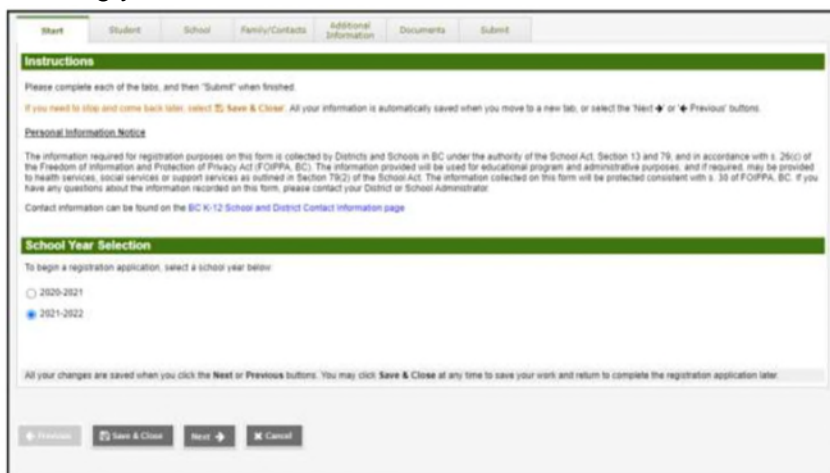
## Creating a New Registration

Before starting please see <https://www.sd81.bc.ca/our-district/student-registration/> 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.



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
<b>Student Information</b>						
<b>Legal Name</b>		<b>Preferred Name</b>				
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"/>						
<b>Birth and Citizenship</b>						
<b>Place of birth</b>		<b>Country of citizenship *</b> <input type="text" value="CAN"/> Canada				
Country of birth *	<input type="text" value="CAN"/>	<b>If not born in Canada</b>		Arrival in BC <input type="text"/>		
Province of birth	<input type="text" value="BC"/>			Arrival in Canada <input type="text"/>		
<b>Age and Grade Level</b>						
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"/>					
<b>Phone Information</b>						
Enter phone information below:						
Type	Number					
Home phone *	<input type="text" value="000-000-0000"/>	Phone numbers will be formatted according to the pattern: 918-123-4567				
Work phone	<input type="text"/>	or with an extension				
Cell phone	<input type="text"/>	918-123-4567 x123				
<b>Address Information</b>						
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 see <https://www.sd81.bc.ca/our-district/student-registration/> and see the configuration of our schools to assist in school selection. Select your school in the School top tab.

**School Selection**

All School District Websites provide detailed information around Kindergarten registration details that are unique to their own district processes. The Ministry provides details around Full Day Kindergarten [here](#).

Below you will see a list of schools participating in online registration based on the selected school district and the calculated grade level.

Please select from this list. If the school desired is **not listed** as a participant to online registration:

- Ensure you have the correct School District selected
- Indicate the desired school in the Comment field on the Submit tab
- Contact the desired school for registration information

**Note:** If the district you are registering for is not available in the list, please check that district's website for their registration process.

School district:

**Required:** Select the school appropriate for your address:  Grade:

Filter this list by school name or city:

Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

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.

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.

**Parent/Guardian/Other Contact**

Click on your name to complete your own record, then select Add to add any additional contacts. You must complete the relationship field for each contact you add. Click on the contact's first name to finish filling out any missing information.

First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
<input type="checkbox"/>	Parent	Test1	1	999-999-9999				

**Siblings**

Click Add to add any siblings who are ALREADY attending a school in this district.

First Name	Last Name	Sibling Grade	School Name
No matching records			

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.

**Complete this form for at least one parent/guardian**

First name \*

Last name \*

Relationship \*

Allow portal access?

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**Email Address**

For custodial parent/guardians, a primary email is required.

Primary email:

Alternate email:

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**Phone Information**

Priority #

Home phone \*  Type:  Number:

Work phone:

Cell phone:

Phone numbers will be formatted according to the pattern:  
 '916-123-4567'  
 or with an extension:  
 '916-123-4567 x123'

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**Contact Questions**

Does this 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.

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**Physical Address**

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

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**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

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**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?

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**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:

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**Student Services Support**

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

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**Language Information**

What was the student's first language spoken (native language)?

What are the primary languages used in the home regardless of the language spoken by the student?

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.

**Documentation**

**Required Documentation for Students New to the District**

The following is a list of required documentation to complete school registration. You may:

- Upload documents with your registration application or
- Provide documentation directly to the school upon acceptance of your registration application

Proof of school age and status in Canada. This can be shown using the following forms of identity verification documents:

- BC Services Card, Birth Certificate, Valid Passport, Immigration Documents, Permanent Residence Card for both you and your child
- Proof of ordinary residence (a document such as your current year property tax receipt, current month rental receipt, or a purchase/rental agreement)

Note: Further documentation may be requested.

Name	Filename	Document
<input type="checkbox"/> Birth Certificate	birthcertificate.jpg	

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.

**Done!**

**Congratulations! You have reached the end of the Registration application.**

Comment : Enter any final notes or comments for the registrar (optional)

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

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 this Registration application.

## **Notes about timelines**

Schools will aim to process online registrations within ten school days of their receipt. 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**

Please contact your school directly if you have any questions.

Elementary (Kindergarten - Grade 4) Catchment Areas

**J.S. Clark** (250-774-3145)

**G.W. Carlson** (250-774-6941) –

Elementary (Grades 5 - 7) - **R.L. Angus** (250-774-2738)

Secondary (Grades 8 - 12) – **Fort Nelson Secondary (FNSS)** (250-774-6958)