



Online Registration for September 2024 Elementary students

Parents can now register Kindergarten and Elementary students in Langley using the online Provincial Student Information System known as MyEducation BC.

Registration for the current school year is being completed in-person at the school level.

Attention:

Before starting please go to the [SD35.bc.ca](https://www.sd35.bc.ca) Parent page to confirm the information you will need to complete the registration including documents to upload and your school catchment. Legible digital images are required. This list may be slightly different than the suggestions on the provincial Online Registration form.

Uploaded documents are deleted from the system once the registration process is complete.

Also Know:

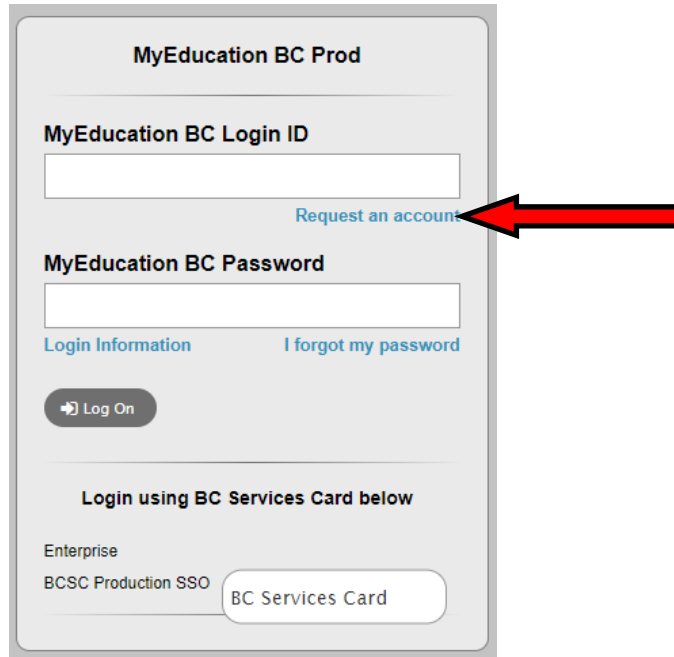
1. If you try to create a new account and one already exists you will receive a warning. Creating a new account with a different email will delay the process. Please contact your current district or Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>
2. If you cannot remember your access credentials please contact Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>
3. If you do not see the Initiate button to start a new registration contact Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/> to add the option to your account
4. If you have questions please check the information on <https://www.sd35.bc.ca/students-parents/registration-2/registration/> and if your question is not answered there please contact the school.

If you already have a MyEducation account skip to Step 5.

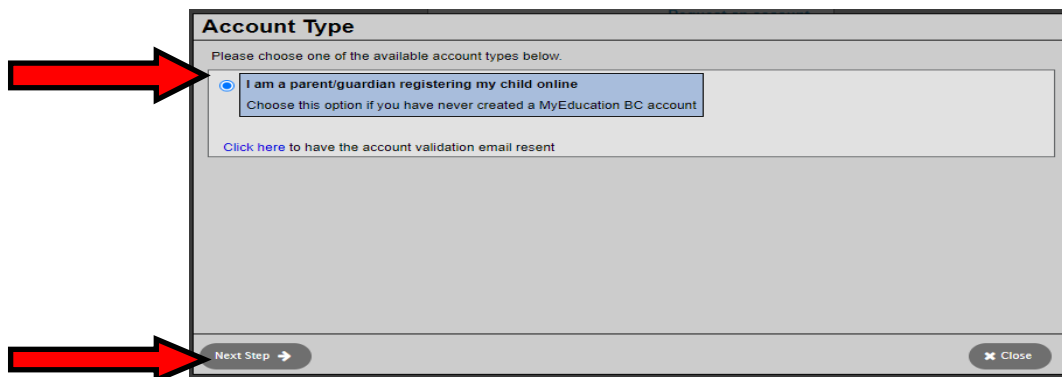
If you **DO NOT** have a MyEducation BC account follow Steps 1—4

If you do not have a MyEd account

1. **Request an account** by going to <https://myeducation.gov.bc.ca/aspen> and entering a valid email address for yourself.



2. **Select** "I am a parent/guardian registering my child online" and click Next Step



If you try to create a new account and one exists you will receive a warning. Please contact your current district or Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>

If you do not have a MyEd account (cont.)

3. Supply the Parent Demographic Information as requested on the form and Select Langley

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

Legal first name *	Parent
Legal last name *	Test
Street address *	2222-2 Street
RR Number / PO Box	
City *	Langley
State/province *	BC
Postal code *	V1M 3N3
Home phone *	604-999-9999
School District *	Langley

Previous Step Next Step Close

4. Set up your account with your email address, password, and security question

* Check your email for account verification email. If you do not see it in your inbox, check Spam/Junk folders

Continue here if you already have a MyEd Account

5. Log into <https://myeducation.gov.bc.ca/aspen/logon.do>

The box on the right, 'Start a New Student Registration' should have a button +Initiate... to start a new form. Any forms initiated or submitted will show below that box. Once submitted the status will change to Submitted and any changes in status will be reflected here.

If you do not see the Initiate button to start a new registration contact Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/> to add the option to your account.

BRITISH COLUMBIA MyEducationBC

One Student.
One Record.
All of British Columbia.

System Maintenance & Announcements

Start a New Student Registration

+ Initiate...

Resume working on any New Student Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
			Not submitted	✓ ✗
			Accepted	🗑️

Creating a new Registration

Before starting this process please check <https://www.sd35.bc.ca/students-parents/registration-2/registration/> for up to date requirements for registrations. Legible digital images of documents are required.

6. **The registration process** has a number of 'Top Tabs' to complete.

a) The first (Start) top tab requires the school year to be selected. Online registration is for next September, 2024-2025.

If you need to stop and come back later, select 'Save & Close'. All your information is automatically saved when you move to a new tab, or select the 'Next →' or '← Previous' buttons.

Personal Information Notice

The information required for registration purposes on this form is collected by Districts and Schools in BC under the authority of the School Act, Section 13 and 79, and in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA, BC). The information provided will be used for educational program and administrative purposes, and if required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with s. 30 of FOIPPA, BC. If you have any questions about the information recorded on this form, please contact your District or School Administrator.

Contact information can be found on the [BC K-12 School and District Contact Information page](#)

School Year Selection

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

2023-2024

2024-2025

6. (cont.)

b) Student top tab is for student specific information. If you are using an existing MyEducation account, some demographic information will auto-fill.

Start Student School Family/Contacts Additional Information Documents Submit

Student Information

Legal Name		Preferred Name	
First *	<input type="text"/>	First *	<input type="text"/>
Middle	<input type="text"/>	Middle	<input type="text"/>
Last *	<input type="text"/>	Last *	<input type="text"/>
Suffix	<input type="text"/>	PEN	
Gender *	<input type="text"/>	BC Personal Health Number	<input type="text"/>

If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:

Birth and Citizenship

Place of birth		Country of citizenship *	<input type="text"/>
Country of birth *	<input type="text"/>	If not born in Canada	
If born in Canada		Arrival in BC	<input type="text"/>
Province of birth	<input type="text"/>	Arrival in Canada	<input type="text"/>

Age and Grade Level

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"/>	Age	<input type="text"/>
Age as of Dec 31	0		
Grade level			

6. (cont.)

c) School top tab. Choose Langley School District and your catchment school. Your catchment school can be found on the SD35 website at <https://www.sd35.bc.ca/schools/school-locator/> If a school is missing from the list it is not accepting registrations at this time.

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 level: KF

Filter this list by school name or city:

Requested School	StreetAddress	City	Phone1	StartGrade	End Grade
<input type="radio"/>				KF	07
<input type="radio"/>				KF	07
<input type="radio"/>				KF	05

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.

6. (cont.)

d) Family/Contacts top tab. If you have an existing MyEducation account, some of the fields will pre-fill. The initial contact is the person submitting this form. Please add all remaining parent/legal guardians and three emergency contacts for each registration.

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"/>								

Siblings

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

First Name	Last Name	Sibling Grade	School Name
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

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.

6. (cont.)

e) Additional information top tab. This page allows for medical or learning support information that will complement your registration information.

The screenshot shows the 'Additional Information' tab selected in the navigation bar. The 'School History' section is highlighted with a green header. Below the header, there is a sub-section titled 'Last School or StrongStart/Program of Attendance'. This section contains two columns of form fields. The left column includes: 'No previous school' (checkbox), 'Date last attended' (calendar icon), 'Reason for leaving' (text input), 'Previous school grade' (dropdown), 'Previous school district' (text input), 'Previous school name' (text input), and 'Previous school phone' (text input). The right column includes: 'Previous school address' (text input), 'Previous school city' (text input), 'Previous school province' (text input with search icon), 'Previous school country' (dropdown), and 'Comment' (text area with a copy icon). Below these fields is a dropdown menu with the text 'Has the student ever attended a school in this District?'. If selected, it prompts for 'If yes, what is the name of the last school attended in this District?' with a text input field. The 'Medical Information' section is partially visible at the bottom, with a green header and the text 'Does this student have a medical condition? Click Add and provide a description of the condition.'

6. (cont.)

f) Documents top tab. Please upload all required documentation to support your application. Updated documentation requirements are found on the SD35 website at <https://www.sd35.bc.ca/students-parents/registration-2/registration/>. Please be as complete as possible as missing documents can delay the registration process.

The screenshot shows the 'Documents' tab selected in the navigation bar. The 'Documentation' section is highlighted with a green header. Below the header, there is a sub-section titled 'Required Documentation for Students New to the District'. This section contains a list of required documentation and a table for uploading documents. The list includes: '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 with Photo, Birth Certificate, Valid Passport, Immigration Documents, Permanent Residence Card for both you and your child, and Proof of ordinary residence (a document such as your current year property tax receipt, current month rental receipt, or a purchase/rental agreement)'. Below the list is a note: 'Note: Further documentation may be requested.' The table has columns for 'Name', 'Filename', and 'Document'. The table is currently empty, with the text 'No matching records' displayed. Below the table are 'Upload' and 'Delete' buttons. At the bottom of the page, there is a footer with the text: '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.' Below the footer are 'Previous', 'Save & Close', 'Next', and 'Cancel' buttons.

6. (cont.)

g) Submit top tab. This final page allows you to enter any comments to complete the registration package prior to submission. You may save and return to the application at a later date, but once it is submitted the entire package is in the school's folder and you can no longer update it. If the school needs any additional information, they will contact you at the phone or email provided.

The screenshot shows the 'Submit' tab of a registration application. At the top, there is a navigation bar with tabs for 'Start', 'Student', 'School', 'Family/Contacts', 'Additional Information', 'Documents', and 'Submit'. The 'Submit' tab is active. Below the navigation bar, there is a green banner that says 'Done!'. The main content area contains the following text: 'Congratulations! You have reached the end of the Registration application.' Below this is a text input field with the label 'Comment : Enter any final notes or comments for the registrar (optional)'. At the bottom of the main content area, there are three lines of text: '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.', and 'Note: Once you click the Submit button you will not be able to edit this Registration application.' At the very bottom of the interface, there is a row of five buttons: 'Previous', 'Save & Close', 'Next', 'Submit', and 'Cancel'.

Online Registration for September 2024 Elementary students

Schools will process the online registrations and confirm early March. Please contact the school directly if you have any questions and watch for a phone call from the school as administrative assistants may need to contact you to clarify information before completing the registration.

- ⇒ Check the SD35 website at <https://www.sd35.bc.ca/students-parents/> for more information
- ⇒ There is a form for parents who need MyEd assistance at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>
- ⇒ The MyEd portal will update the registration status as it is processed
- ⇒ Confirmation emails will be sent upon acceptance