

## DELTA SCHOOL DISTRICT - ONLINE KINDERGARTEN REGISTRATION

The Delta School District is pleased to welcome your child to our schools!

Registration for Kindergarten starts on February 14, 2022. Parents will be able to begin step one of the registration process using MyEducation BC. Step-by-step details on how to apply online are provided below.

A child may be registered to attend Kindergarten in September 2022 if they turn 5 before December 31<sup>st</sup>, 2022. Please register your child for their catchment area school. [Click here](#) to identify which school serves your neighbourhood.

If you live outside of Delta, please visit our website for information on the Non-District Application process. Non-District Applications will be accepted online only commencing Monday, February 7 at 8:30 am.

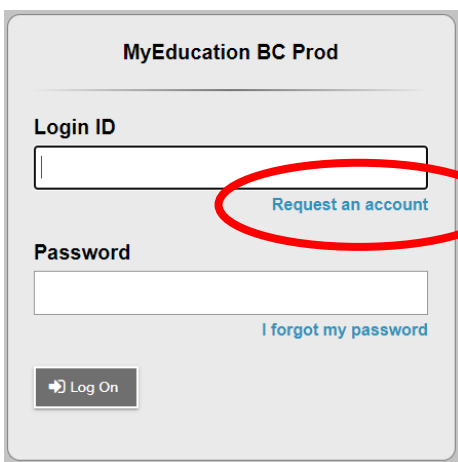
<https://www.deltasd.bc.ca/schools/student-registration/non-district/>

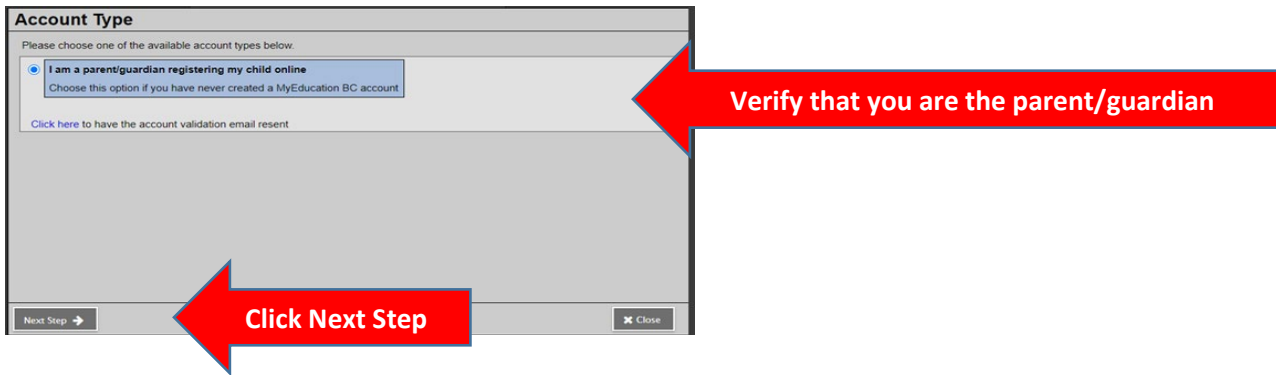
There are 3 main steps to complete your online MyEducation BC registration:

1. Log into MyEducation BC (pg. 1)
2. Register your Kindergarten child online (pg. 4)
3. Next Steps and Additional Information (pg. 13)

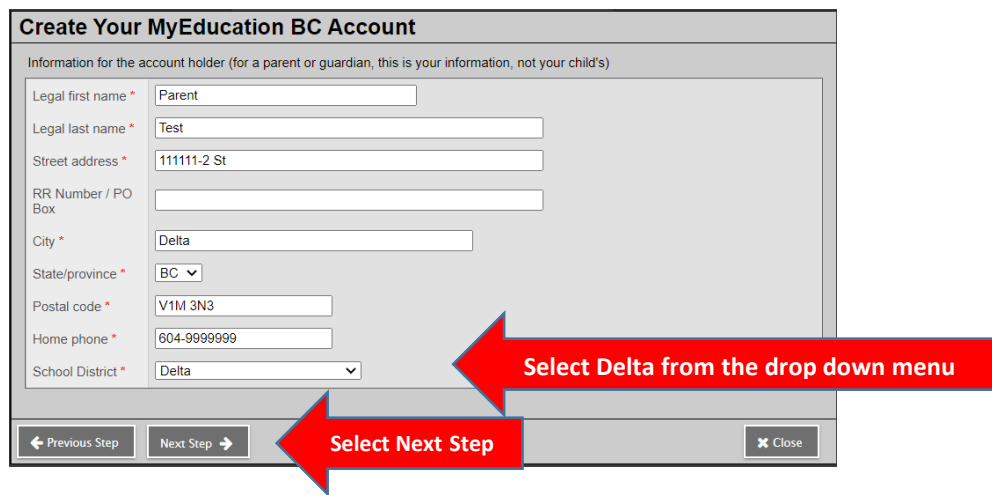
### **1. LOG INTO MyEducation BC**

1. **Use a desktop or laptop computer. A mobile device (tablet or iPad) will not allow for you to log into online registration for the first time. If you would like to use a table or iPad to continue entering data for your child's registration, please follow the instructions in Appendix 1 at the end of this document**
2. Log into MyEducation BC at the following URL - <https://myeducation.gov.bc.ca/asp/en/logon.do>
3. Click on "Request an account"

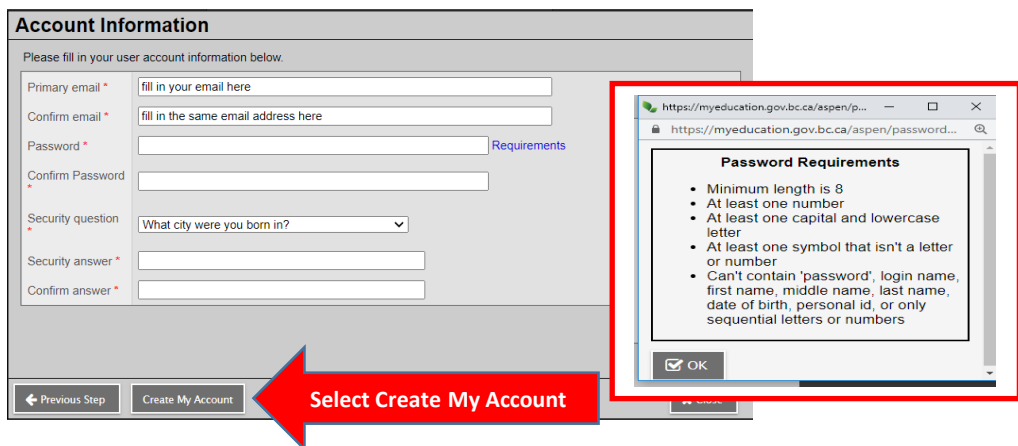




4. Enter your (parent) information into the information blocks on the screen. Lines that have a **Red Asterisk \*** beside them are required information.

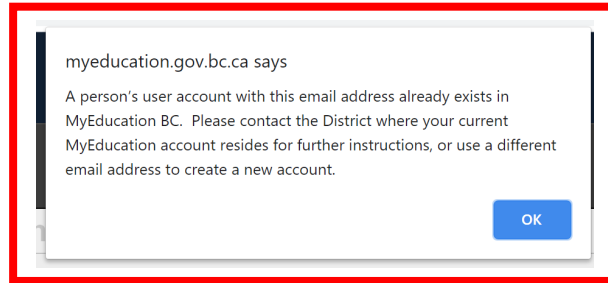


5. Set up your email, password and security question. Note the requirements for your password.



**IMPORTANT NOTE:**

**IF** you receive this message once you click CREATE MY ACCOUNT:

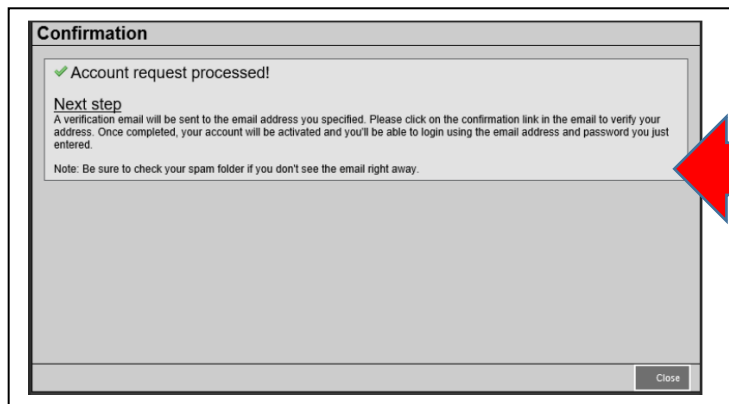


There are two options for you:

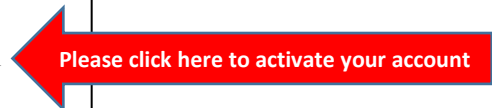
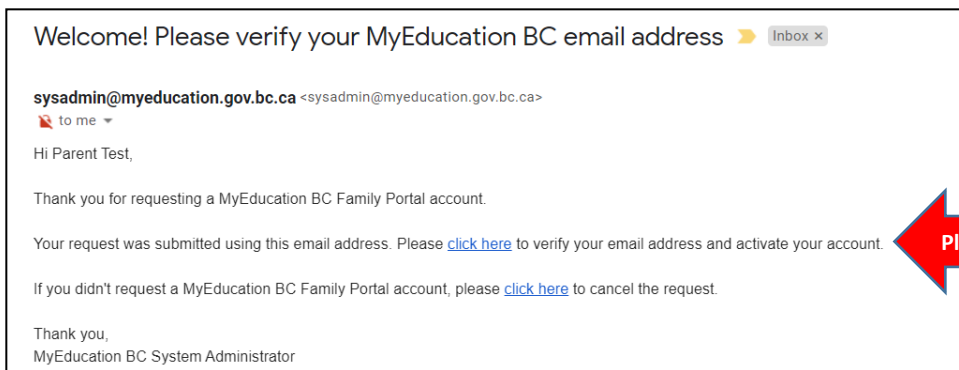
- a) If you have another email available click OK and enter it now. OR
- b) Please contact our IT Help desk by emailing [kindergarten@deltaschools.ca](mailto:kindergarten@deltaschools.ca)  
**NOTE:** Please include a phone number we can use to contact you.

One of our Delta district IT staff will contact you within 2 business days to assist setting up your login account.

- 6. Once your email has been accepted by the registration system you will see the following message on your screen. Please check your email used in the previous step for an account verification email.



**Sample Verification Email**

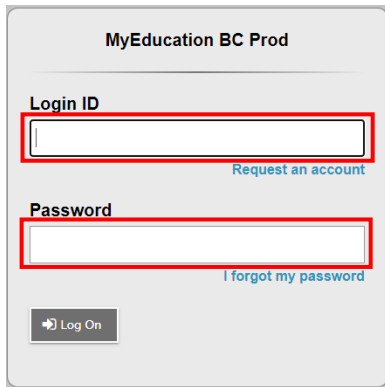


**You are now able to log in and begin the Kindergarten registration process. Please save your login information in a secure place for future reference.**

## 2. REGISTER YOUR KINDERGARTEN CHILD ONLINE

Before starting, please see <https://www.deltasd.bc.ca/schools/student-registration/kindergarten/> for up-to-date requirements for your child’s Kindergarten registration. The online registration requests you to upload document images. Please make sure the images are clear.

1. Log into MyEducation BC using the following URL: <https://myeducation.gov.bc.ca/aspn/home.do>



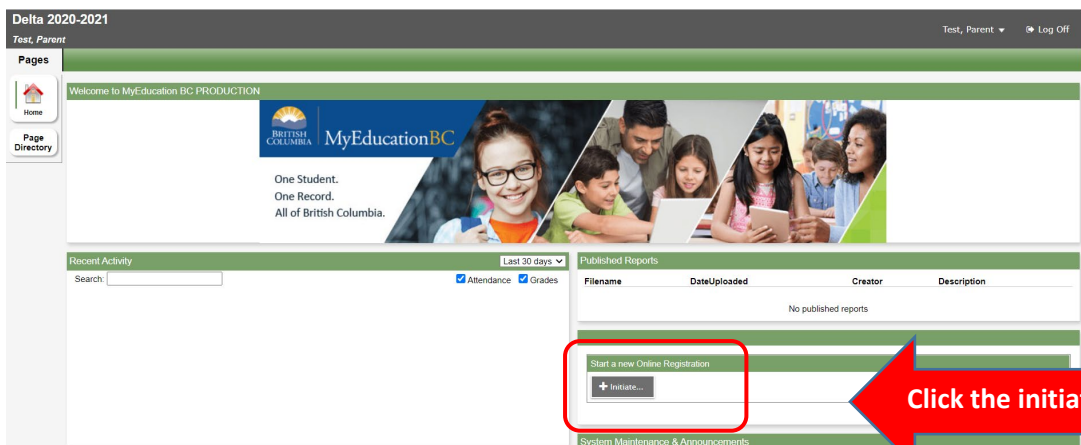
Your login ID is the email address you used to start the registration process. Please enter it in the Login ID box.

Your password is the one you created in the previous steps.

***(Please do not request more than one account)***

Once you have logged in to MyEducation BC, you will see the following homepage. Look for the heading “Start a new Online Registration” on the right hand side of the screen.

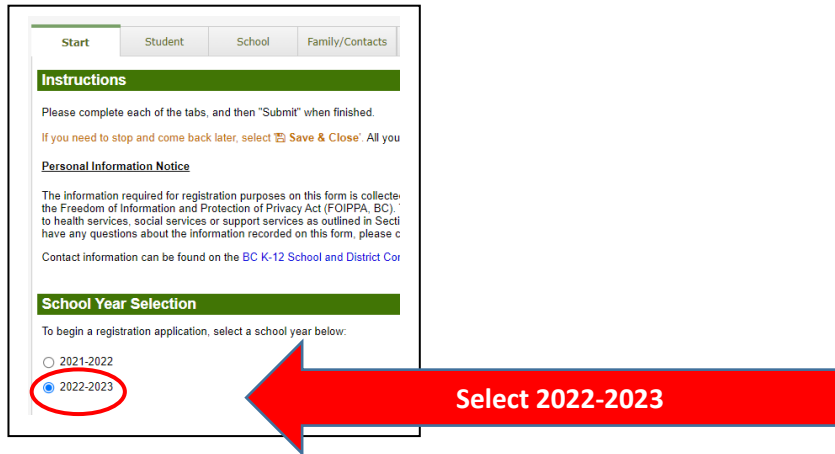
2. Click the “Initiate” button to begin your registration for kindergarten.



3. Once you have started a registration, you can click “save and close” and return to the registration later. To log back into your registration, click on the green check box to the right of your child’s name.
4. There are a several “top tabs” to complete. Our instructions will be a guide for each “top tab”. There are very good instructions built in on each page to help you navigate the program.

## START TAB

- From the Start top tab, under School Year Selection, please select 2022-2023 since you are applying for the next school year which starts in September 2022.

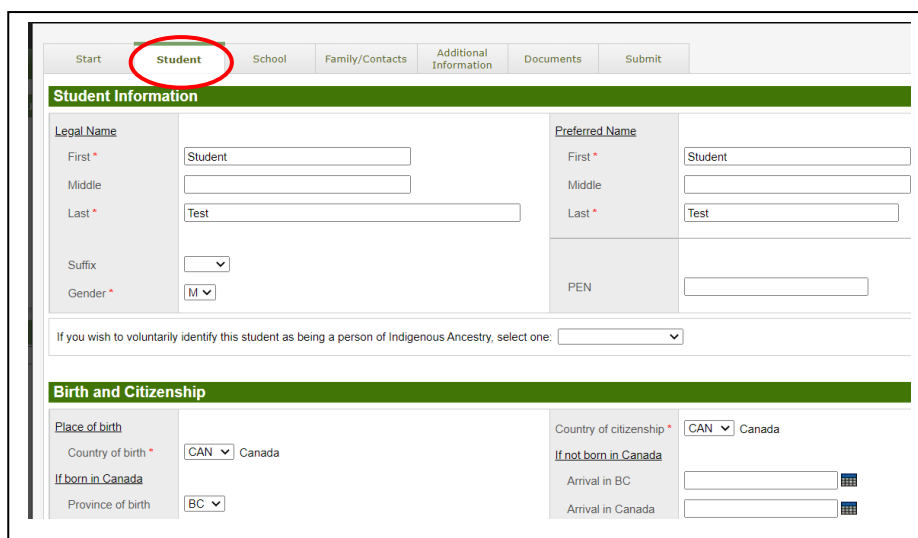


The screenshot shows the 'Start' tab selected in a navigation menu. Below the menu, there are sections for 'Instructions', 'Personal Information Notice', and 'School Year Selection'. In the 'School Year Selection' section, two radio buttons are visible: '2021-2022' and '2022-2023'. The '2022-2023' option is selected and circled in red. A large red arrow points from the right towards this selection, with the text 'Select 2022-2023' written inside the arrow.

- At the bottom of the page click "Next". At any time in the registration process, you can click "Save and Close" and return to the registration later.

## STUDENT TAB

- Fill in your child's information. Boxes with a red asterisk \* beside them are required information.
- Remember to scroll down (scroll bar is on the right hand side).
- Birth and Citizenship, use the drop-down menu to select your child's country of birth and citizenship.
- For your child's date of birth, please click on the calendar button and select the correct day and month for birth year 2017 (Kindergarten age for September 2022).
- Phone Information – If your cell phone is your home phone, please enter the same number in each box.



The screenshot shows the 'Student' tab selected in a navigation menu. Below the menu, there are sections for 'Student Information' and 'Birth and Citizenship'. In the 'Student Information' section, there are fields for 'Legal Name' (First, Middle, Last, Suffix, Gender) and 'Preferred Name' (First, Middle, Last, PEN). In the 'Birth and Citizenship' section, there are fields for 'Place of birth' (Country of birth, Province of birth) and 'Country of citizenship' (Country of citizenship, Arrival in BC, Arrival in Canada). The 'Student' tab is circled in red.

- Once you have filled in all the student information, scroll to the bottom of the page and click "Next".

## SCHOOL TAB

- School district should be set to “Delta”.
- Select the school, this should be your child’s catchment area school. For verification of your catchment area school, please refer to the Delta School District website School Locator: <https://www.deltasd.bc.ca/schools/school-locator/> or call the School Board Office at 604-952-5340.
  - If you have completed a non-catchment application requesting another school, you must first apply for kindergarten at your child’s catchment school. Parents will be notified about non-catchment requests at a later date.

The screenshot shows a web form titled "School Selection" with a navigation bar at the top containing tabs: Start, Student, School (circled in red), Family/Contacts, Additional Information, Documents, and Submit. Below the navigation bar, the form contains instructions and a list of schools. A dropdown menu for "School district" is set to "Delta" (circled in red). A red arrow points from a text box containing "Helings Elementary" to a red callout box that says "Select the correct catchment school from the list. It will display here." Below this, there is a table of schools with columns for Requested School, Address, City, Phone, and Start Grade. The "Helings Elementary" row is selected with a radio button.

	Requested School	Address	City	Phone	Start Grade
<input type="radio"/>	Annieville Elem	9240 112 St	Delta	604-588-1204	KF
<input checked="" type="radio"/>	Helings Elementary	11855 88 Ave	Delta	604-596-1701	KF
<input type="radio"/>	Home Quest	4585 Harvest Drive	Delta	604-946-4101	KF

- Then select “Next”.

## FAMILY CONTACTS TAB

- Please complete your Parent/Guardian information for one parent only at this time. More information for parents, guardians and emergency contacts will be requested in the registration package sent to you by your catchment school.

Start Student School **Family/Contacts** Additional Information Documents Submit

**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
<a href="#">Parent</a>	Test	1	Mother	604-999-9999		

**Add** **Delete**

**Siblings**

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

First Name	Last Name	Sibling Grade
No matching records		

Verify your information. Click on the blue highlighted link to add the relationship from the drop down menu.

- NOTE: Under allow portal access – use the drop down menu and select “No”**

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

First name \* Parent

Last name \* Test

Relationship \* Mother

Allow portal access? No

- Please verify your phone information and fill out the Contact Questions. Then click OK.

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

First name \* Parent

Last name \* Test

Relationship \* Mother

Allow portal access? No

**Email Address**

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

Email

Primary email 12345@gmail.com

Alternate email

**Phone Information**

Priority #	Type	Number
Home phone *	604-999-9999	
Work phone		
Cell phone	604-999-9999	

**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

Remember to fill out Contact Questions – thank you!

- Adding Siblings is OPTIONAL.
- Once complete, scroll to the bottom of the page and select “Next”.

## ADDITIONAL INFORMATION TAB

- **School History** – See sample below.
- This information is not required but if you would like to add it we only ask for the following information:

### Your child has attended Strong Start

Start Student School Family/Contacts **Additional Information** Doc

**School History**

Last School or StrongStart/Program of Attendance

No previous school

Date last attended

Reason for leaving

Previous school grade **EL** ▼

Previous school district

Previous school name **Strong Start**

Previous school phone

Has the student ever attended a school in this District?  
If yes, what is the name of the last school attended in this District?

### Your child has NOT attended Strong Start

Start Student School Family/Contacts **Additional Information** Doc

**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

Has the student ever attended a school in this District?  
If yes, what is the name of the last school attended in this District?

- **Medical Information** – If your child has a medical condition, please add the information here. The school office will follow up with any additional information needed for your child. Click ADD to view the pop up screen.

**Medical Information**

Does this student have a medical condition? Click Add and provide a description of the condition.

Medical Condition	Life Threatening
No matching records	

Enter any additional medical notes

Sample with NO medical concerns

**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
<input type="checkbox"/> Peanut allergy	Yes

Enter any additional medical notes

Sample WITH medical concerns



- **Student Services Support** – If your child is receiving extra educational or other community supports, please select YES from the drop-down menu. If you know the name of the program, please add it to the box.

**Student Services Support**

Has the student previously received Student Services Support?

Program (if known) ← **Select Yes if your child receives extra support**

IF YOU KNOW THE NAME OF THE PROGRAM - ENTER IT HERE .  
 THE SCHOOL WILL CONTACT YOU WITH A FILLABLE REGISTRATION FORM WHERE YOU CAN PROVIDE MORE DETAILS OF YOUR CHILD'S ADDITIONAL SUPPORT.

- **Language Information** – This information is required. Please use the drop-down menu to choose your child’s first language spoken and the primary language spoken in the home.

**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?

← Scroll to the bottom of the page and click “Next”

## DOCUMENTS TAB

- This is the tab where you attach (upload) your child’s documentation. The required documents are:

Please have the following documents ready to upload with your child’s registration (**all documents must be received for registration to be accepted**):

1. Proof of birth date for the student (birth certificate or passport) (registration will not be accepted until proof of birth date is received).
2. Proof of citizenship for both the parent and the student (Canadian birth certificate, citizenship card, passport, landed immigrant document, permanent resident card).
3. BC Services Card (please include both sides of this card)
4. Proof of Residency (Property Taxes – current receipt, purchase/rental agreement or rental receipt).

Please take some time now to copy these documents and save them to your computer. We will outline how to upload the documents on the next page. **The format of the documents can be .pdf, .jpg or Word**, maximum file size is 20 mb.

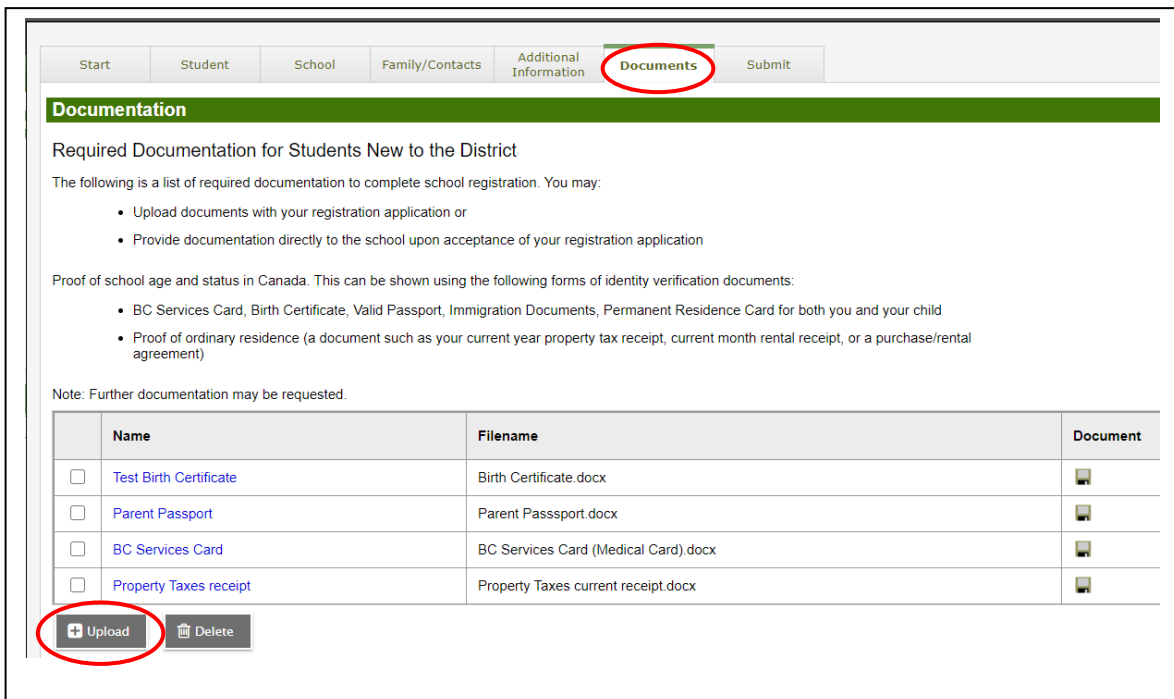
As part of the registration process, these documents will be saved in this program only until your catchment school fully accepts the registration. Once that has happened, the documents will be purged from the MyEducation BC software and stored in Delta School District's secure Student Record filing system.

**To Upload your documents:**

1. Click the upload button.
2. Type in the name of the Document (example: birth certificate, passport, permanent residency card).
3. Beside the word "Document" click the up arrow.
4. In the pop up box click "Choose File", then Browse to find the copy of your documents on your computer.
5. Double click on the document.
6. Then click "Import".
7. Then click "Save".

You should now see the name of the document you have uploaded in the Name, Filename, Document box.

Repeat Steps 1 – 7 above with the next document until all 4 required documents have been loaded.



**IMPORTANT NOTE:**

If you are unable to upload your documents, please complete the rest of the online registration and contact your catchment school once the online registration has been submitted. The school will work with you to make alternate arrangements to receive your documents.

Select "Next" to move to the "Submit" tab.

## **SUBMIT TAB**

- Please enter information in the comment box to indicate if any of the following apply:
  - An online Non-Catchment Application has been completed requesting another school (please list the school(s) being requested).
  - An online application for Early French Immersion has been completed and your child has been accepted for the Early French Immersion Program, or your child has been placed on a waitlist.
  - You would like to request a Traditional School.
  - Any other information we need to know about your child.
- You have now completed online Kindergarten registration and are ready to SUBMIT the registration directly to your child's catchment school in the Delta School District.
- **To SUBMIT your child's registration, please scroll to the bottom of the screen and click SUBMIT.**
- Once you submit this registration you will no longer be able to edit the information. If you need to make any changes, you will need to contact the school office.

Start Student School Family/Contacts Additional Information Documents **Submit**

**Done!**

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

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

PLEASE ENTER INFORMATION HERE REGARDING:  
PLACEMENT IN EARLY FRENCH IMMERSION  
NON-CATCHMENT REQUESTS  
REQUEST FOR TRADITIONAL SCHOOLS

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.

← Previous Save & Close Next → **Submit** × Cancel

**When complete, click SUBMIT**

- You are able to print a receipt once you submit the registration.

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

Print Close

**Print here (optional)**

- Once you close the screen you will be taken back to the main page where you can view the status of your registration. You will also receive an automated email confirmation from sysadmin@myeducation.gov.bc.ca to indicate your registration has been received.
- Messages on the main page screen “Workflow Phase”:
  - **Awaiting Review** – you have successfully submitted the Kindergarten registration.
  - **Under Review** – The school office has begun reviewing the registration and will be contacting you to request additional information to complete your child’s registration for Kindergarten.

Start a new Online Registration

+ Initiate...

Resume working on any Online Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Test, Student	KF	School name	Awaiting review	
Student, Test	KF		Under review	

**View Status here**

### **3. NEXT STEPS and ADDITIONAL INFORMATION**

- The catchment school will process your child's registration to register for Kindergarten as soon as possible.
- Registrations will not be completed until all documentation is received by the school.
- **Once your child has been accepted, the school will be sending you the following forms to complete and send back:**
  - **A fillable PDF Registration Form package which contains specific consents and additional information required by our district.**
  - **A parent declaration form confirming residence in British Columbia.**
- If you have questions about registration, please contact the School Board Office at 604-952-5340 or email [kindergarten@deltaschools.ca](mailto:kindergarten@deltaschools.ca). We are excited to meet you and your child, and look forward to supporting them on their learning journey.

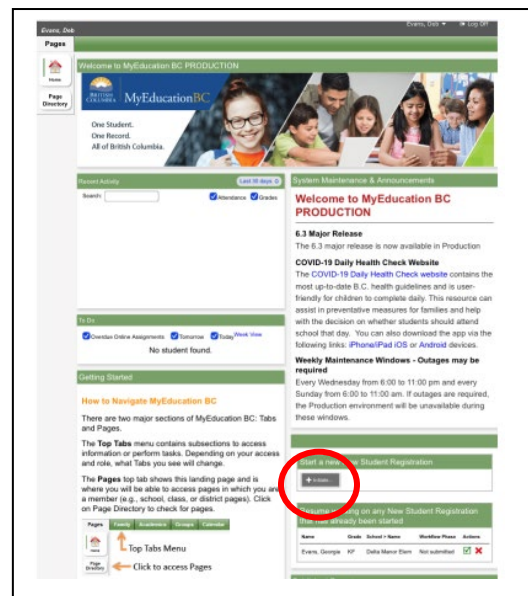
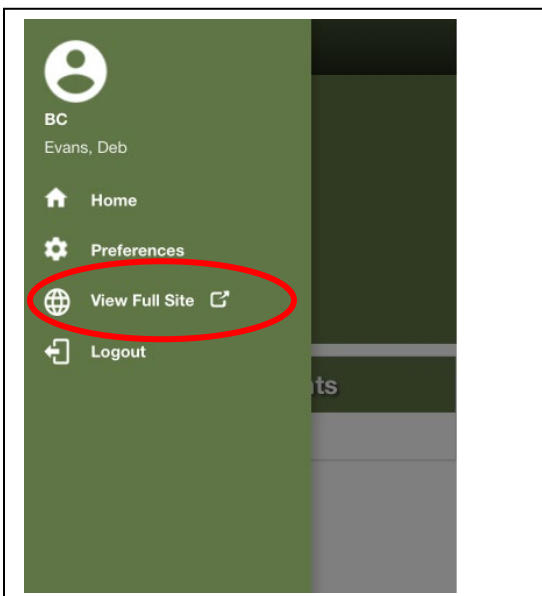
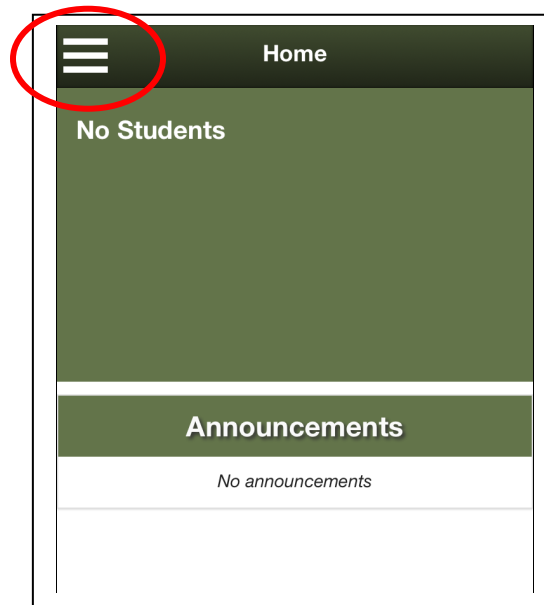
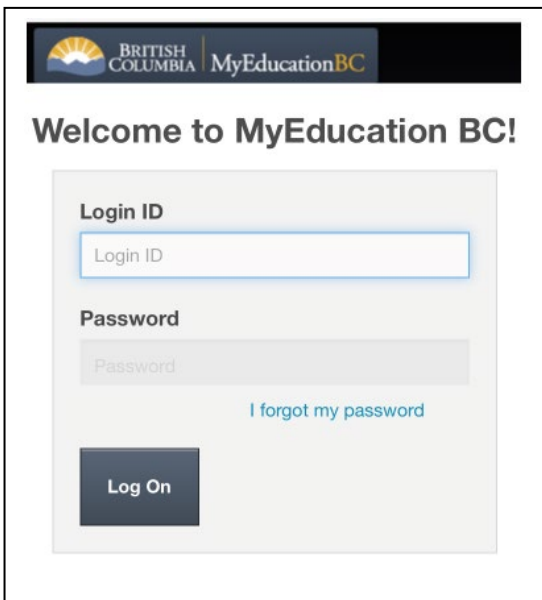
**Thank you for using the Online Kindergarten Registration with the Delta School District!**

## APPENDIX 1: Using an iPad or tablet to complete your registration

Once you have created your login account using a computer, you have the option to complete the registration on a tablet or iPad. (Note this program does not work on a smart phone) These are the steps to open the kindergarten registration using a tablet or iPad:

### Use Google Chrome as your browser

1. Log into MyEducation BC on your tablet or iPad at the following URL:  
<https://myeducation.gov.bc.ca/asp/en/logon.do>.
2. Use the Login ID and password you have already created.
3. Click on the box with 3 lines, then click on VIEW FULL SITE.



4. Click the initiate button to start your kindergarten registration. Then locate the START TAB to continue.
5. Return to Page 5 of this document to follow the instructions for completing the registration.