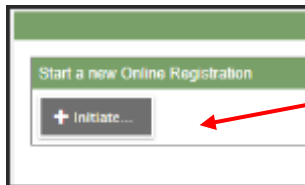




Online Registration: Parents Guide

Once a parent or guardian creates an account in MYEDBC, an Online Registration widget is visible on the home page at login.



Beginning of the process of student registration is as simple as clicking the "Initiate" button in the Online Registration widget.

The parent starts the process and completes the basic demographic information for a student. At any point during registration the information can be saved and continued later by clicking on "Save and Close" button (bottom of screen).

The registration will remain as "not submitted" status on the Online Registration widget with the Status of "Not Submitted" showing the parent that the process has not yet been completed. At this point the parent just needs to click on the green checkbox on the record to continue the



registration process.

Parents can register all their children online. The status of each registration will show individually on the widget. Once registration is complete the entire registration can be printed by simply clicking on the printer icon next to the submitted registration.



When a registration has been completed by the parent and the school has accepted, the status of the registration shows "Accepted" so the parents are aware that the registration process is complete.



Step 1: Select the School Year

Under the START tab for a new registration you will be required to select the year you are registering for. Typically all new registrations will be for the upcoming school year so select 2022-2023

School Year Selection

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

- 2021-2022
- 2022-2023

Step 2: Student Demographics

Red Asterisks (*) are REQUIRED fields and must be filled in before you can progress to the next screen.

Step 3: School Selection

Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/> Aberdeen Elem - Abbotsford	2975 Bradner Rd	Abbotsford	604-856-5137	KF	05
<input type="radio"/> Alexander Elem - Abbotsford	2250 Lockan Rd	Abbotsford	604-856-3167	KF	05
<input checked="" type="radio"/> ASIA North Poplar Campus	32041 Ironskull Rd	Abbotsford	604-856-3161	KF	05

School selection is based on students grade. Choose your catchment school ONLY. To find catchment school go to Abbschools.ca and use the [School Locator](#).



Step 4: Family/Contacts Tab

Enter all parent/guardians, siblings and other contacts information on this screen. Along with demographic information, the connection between parents and their children is established with this data. Details about siblings' grade levels and schools is also collected.

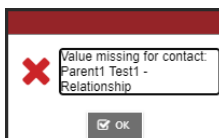
First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
Parent1	Test1	1		000-000-0000				

Parents will be prompted to fill in the relationship field for their entry before leaving this page.

Click on your name to access the parent/guardian details.

Add your relationship to the student and click OK to save

If you miss this step you will get an error message to update the contact relationship before you can proceed to the next step.





Step 5: Additional Information Top Tab

Additional information needs to be collected about your child's school history, special education, medical and language information, enabling the school district to process the student for all aspects of school life.

Start
Student
School
Family/Contacts
Additional Information
Documents
Submit

School History

Last School or StrongStart/Program of Attendance

<input type="checkbox"/> No previous school Date last attended: <input type="text"/> Reason for leaving: <input type="text"/> Previous school grade: <input type="text"/> Previous school district: <input type="text"/> Previous school name: <input type="text"/> Previous school phone: <input type="text"/>	Previous school address: <input type="text"/> Previous school city: <input type="text"/> Previous school province: <input type="text"/> Previous school country: <input type="text"/> Comment: <input type="text"/>
---	---

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

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

Student Services Support

Has the student previously received Student Services Support?

Type of Program (if known)

Language Information

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

* English

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

* English

What additional languages are spoken by the student?

Step 6: Document Top Tab

Attach all documents required for registration. A list of acceptable [Documents for Registering](#) are found on the [Abbyschools.ca](#) website.

****All required documents MUST be attached in order for your child's registration to be processed. Registration will be delayed if the school is required to follow up for copies of the required documents.**

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.

Click the upload button to attach photos or scanned copies.

***hint.** rename each file/photo so you know what has been uploaded to the registration. Makes it easier for you to verify all supporting documents are complete.

Step 7: Submit Top Tab

Click Submit to send the completed registration request to your catchment school.

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.

Use the Comment box to add additional information you would like the school to know or to indicate if you are requesting a non-catchment to another school in our District.

Once the registration is processed by the school, the parents/guardians will receive an email confirming that the registration has been accepted or denied.