



Online Registration for Elementary students

The Langley School District has transitioned to Online Registration for Kindergarten and Elementary Students. Families will need to register their students using MyEducation BC, the Online Provincial Student Information System.

Attention:

Before beginning your registration, please visit [sd35.bc.ca](https://www.sd35.bc.ca) School Locator/Catchments page to determine your catchment school and the Student & Parent Registration page to confirm the information required 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 schools system once the registration process is complete.

Also Know:

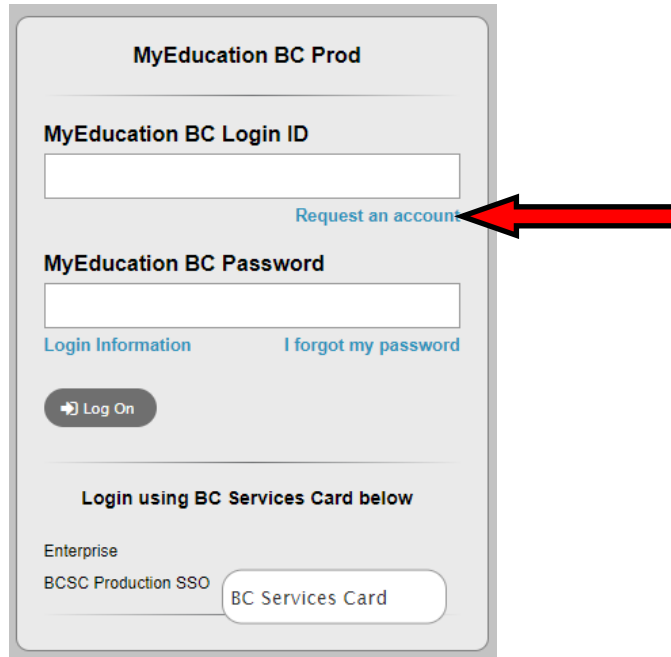
1. If you try to create a new account and one exists you will receive a warning. Creating a new account with a different email will delay the process.
2. If you cannot remember your access credentials please contact Langley MyEd support at <https://www.sd35.bc.ca/students-parents/myedbc-family-portal-help/>
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.



MyEducation BC Prod

MyEducation BC Login ID

Request an account

MyEducation BC Password

Login Information I forgot my password

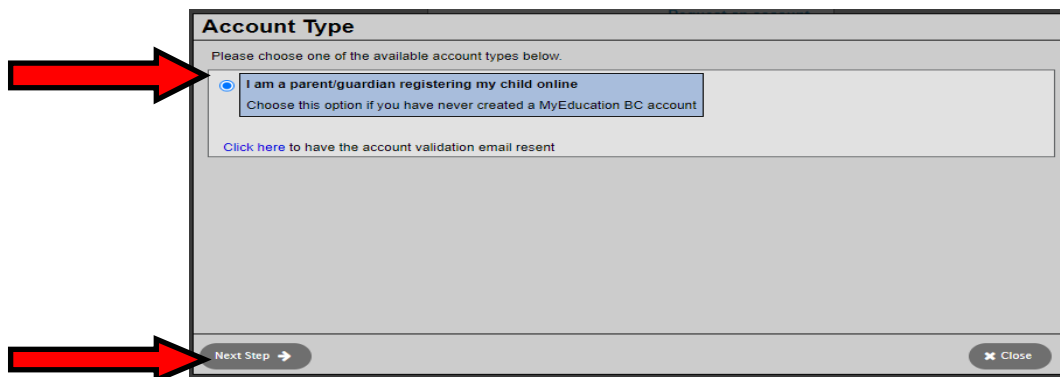
Log On

Login using BC Services Card below

Enterprise

BCSC Production SSO BC Services Card

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



Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created a MyEducation BC account

[Click here to have the account validation email resent](#)

Next Step → Close

If you try to create a new account and one already exists you will receive a warning message. 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 your In Box, please check your Spam/Junk folders.

Continue here if you already have a MyEd Account

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

On the lower right hand side there will be a box labeled Start a New Student Registration. Click the +Initiate button to begin a new registration. Any previously started or submitted registrations will show in the box below. 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 beginning 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 in order to process your registration.

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

- a) Start top tab asks for the school year. If you are registering your child for the current school year please select the 2024-2025 option. If you are registering your child for the upcoming September 2025-2026 school year, please select 2025-2026.

The screenshot shows the 'Start' tab of the registration process. At the top, there are navigation tabs: Start, Student, School, Family/Contacts, Additional Information, Documents, and Submit. The 'Start' tab is active. Below the tabs is a green header 'Instructions' with text: 'Please complete each of the tabs, and then "Submit" when finished. 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.' Below this is a 'Personal Information Notice' section. The main section is 'School Year Selection' with the text: 'To begin a registration application, select a school year below.' There are two radio button options: '2024-2025' and '2025-2026'. The '2025-2026' option is selected and highlighted with a red box. At the bottom, there is a note: '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.)

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

The screenshot shows the 'Student' tab of the registration process. At the top, there are navigation tabs: Start, Student, School, Family/Contacts, Additional Information, Documents, and Submit. The 'Student' tab is active. Below the tabs is a green header 'Student Information' with a form containing fields for 'Legal Name' (First, Middle, Last, Suffix, Gender) and 'Preferred Name' (First, Middle, Last). There are also fields for 'PEN' and 'BC Personal Health Number'. Below this is a dropdown menu for 'If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:'. The next section is 'Birth and Citizenship' with fields for 'Place of birth' (Country of birth, Province of birth) and 'Country of citizenship'. There are also fields for 'Arrival in BC' and 'Arrival in Canada'. The final section is 'Age and Grade Level' with a note: '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.' There are fields for 'Date of birth (mm/dd/yyyy)', 'Age', 'Age as of Dec 31', and '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.**

The screenshot shows the 'School Selection' tab. At the top, there are navigation tabs: Start, Student, School (highlighted), Family/Contacts, Additional Information, Documents, and Submit. Below the tabs is a green header 'School Selection'. The main content area contains instructions: '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:'. A bulleted list follows: 'Ensure you have the correct School District selected', 'Indicate the desired school in the Comment field on the Submit tab', and 'Contact the desired school for registration information'. A note states: 'Note: If the district you are registering for is not available in the list, please check that district's website for their registration process.' Below this is a 'School district' dropdown menu set to 'Langley'. A 'Required' field asks to 'Select the school appropriate for your address' with a text input field and 'Grade level' set to 'KF'. A filter box says 'Filter this list by school name or city:'. Below is a table with columns: Requested School, StreetAddress, City, Phone1, StartGrade, and End Grade. The table shows three rows of school data, each with a radio button in the 'Requested School' column. The first row has StartGrade 'KF' and End Grade '07'. The second row has StartGrade 'KF' and End Grade '07'. The third row has StartGrade 'KF' and End Grade '05'. At the bottom, a message says '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.' Navigation buttons at the bottom are: Previous, Save & Close, Next, and Cancel.

6. (cont.)

d) Family/Contacts top tab. If you had 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.

The screenshot shows the 'Family/Contacts' tab. At the top, there are navigation tabs: Start, Student, School, Family/Contacts (highlighted), Additional Information, Documents, and Submit. Below the tabs is a green header 'Parent/Guardian/Other Contact'. The main content area contains instructions: '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.' Below this is a table with columns: First Name, Last Name, #, Relationship, Phone 1, Phone 1 Type, Phone 2, Phone 2 Type, and Email. The table shows one row with First Name 'Jane', Last Name 'Doe', # '1', Relationship 'Mother', and Phone 1 '604-123-4567'. Below the table are 'Add' and 'Delete' buttons. Below this is a green header 'Siblings'. The main content area contains instructions: 'Click Add to add any siblings who are ALREADY attending a school in this district.' Below this is a table with columns: First Name, Last Name, Sibling Grade, and School Name. The table shows 'No matching records'. Below the table are 'Add' and 'Delete' buttons. At the bottom, a message says '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 previous school information as well as any medical or learning support information that will allow your school to understand your students needs ahead of time.

The screenshot shows the 'Additional Information' tab selected in the navigation bar. The 'School History' section is active, displaying a form for 'Last School or StrongStart/Program of Attendance'. The form includes fields for 'No previous school' (checkbox), 'Date last attended' (calendar), 'Reason for leaving' (text), 'Previous school grade' (dropdown), 'Previous school district' (text), 'Previous school name' (text), 'Previous school phone' (text), 'Previous school address' (text), 'Previous school city' (text), 'Previous school province' (text with search icon), 'Previous school country' (dropdown), and a 'Comment' text area. Below this is a dropdown menu for 'Has the student ever attended a school in this District?' and a text field for 'If yes, what is the name of the last school attended in this District?'. The 'Medical Information' section is partially visible below, with the text 'Does this student have a medical condition? Click Add and provide a description of the condition.'

6. (cont.)

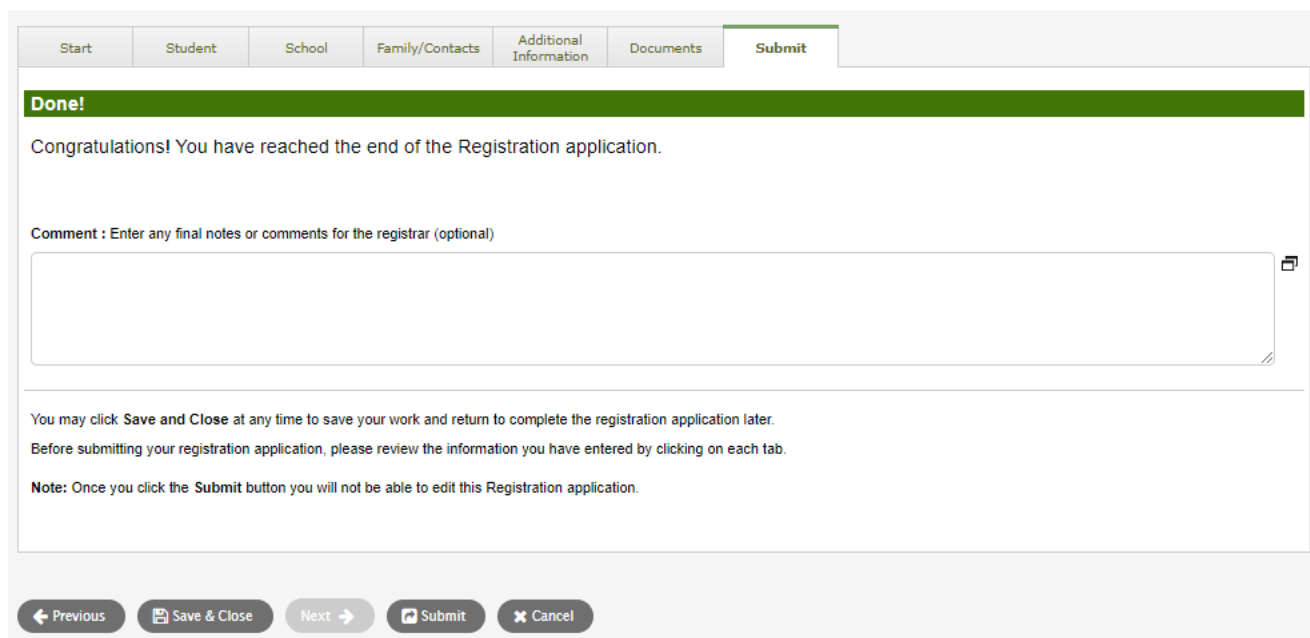
f) Documents top tab. Please upload all required documentation to support your application. Updated documentation requirements are found on the SD35 web-site at <https://www.sd35.bc.ca/students-parents/registration-2/registration/>.

Please be as complete as possible as missing documents will delay the registration process.

The screenshot shows the 'Documents' tab selected in the navigation bar. The 'Documentation' section is active, displaying instructions for required documentation. The text reads: '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'. It also lists 'Proof of school age and status in Canada' requirements: '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)'. A note states: 'Note: Further documentation may be requested.' Below this is a table with columns 'Name', 'Filename', and 'Document'. The table is currently empty, showing 'No matching records'. There are 'Upload' and 'Delete' buttons below the table. At the bottom, there is a message: '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.' and navigation buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'.

6. (cont.)

g) Submit top tab. This final page allows you to enter any comments to complement your registration prior to submission. You may save and return to the application at a later date, however, once the registration is submitted to the school you will no longer have the ability to update it. If the school requires any additional information, they will send the application back to you to make changes. This will cause delays in the registration process.



The screenshot shows a web application interface with a top navigation bar containing tabs: Start, Student, School, Family/Contacts, Additional Information, Documents, and Submit. The 'Submit' tab is active. Below the tabs is a green banner with the text '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 bottom of the page, there is a navigation bar with five buttons: 'Previous', 'Save & Close', 'Next', 'Submit', and 'Cancel'.

Online Registration for Elementary students

Please contact the school directly if you have any questions and watch for possible emails from the school as they may need to reach you to clarify information in order to complete the registration.

- ⇒ Check the SD35 website at <https://www.sd35.bc.ca/students-parents/> for more information
- ⇒ The MyEd portal will update the registration status as it is processed
- ⇒ Emails will be sent at acceptance