DELTA SCHOOL DISTRICT - ONLINE KINDERGARTEN APPLICATION

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

Registration for Kindergarten starts on Monday, February 10. 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. The online application process will be available until Wednesday, March 5.

A child may be registered to attend Kindergarten in September 2025 if they turn 5 before December 31, 2025. 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 3, 2025.
https://www.deltasd.bc.ca/schools/student-registration/non-district/
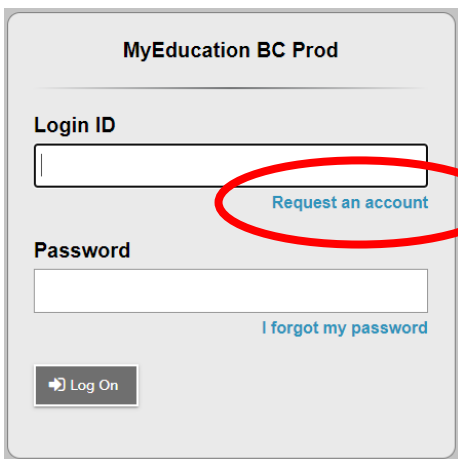
There are 3 main steps to complete your online MyEducation BC registration:

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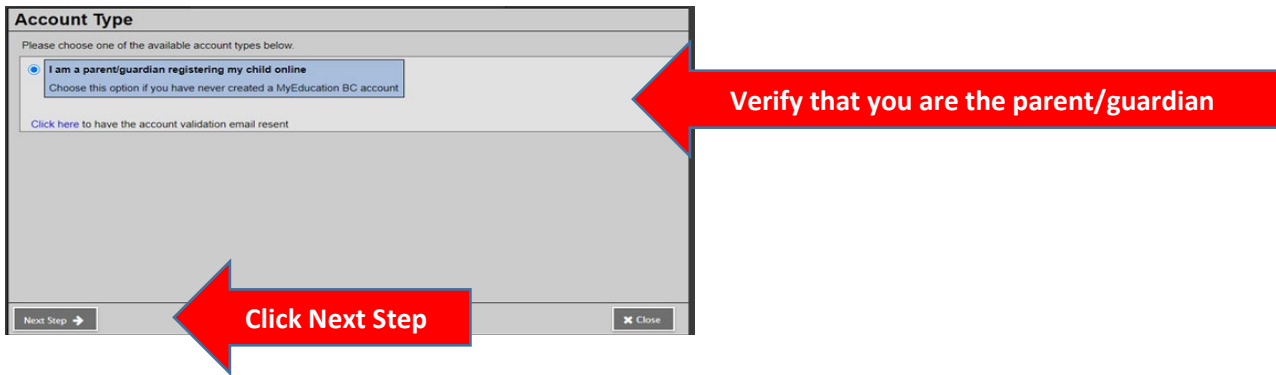3. Next Steps and Additional Information (pg. 13)

1. LOG INTO MyEducation BC

1. **Use a desktop or laptop computer. A mobile device (tablet or iPad) will <u>not</u> 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**
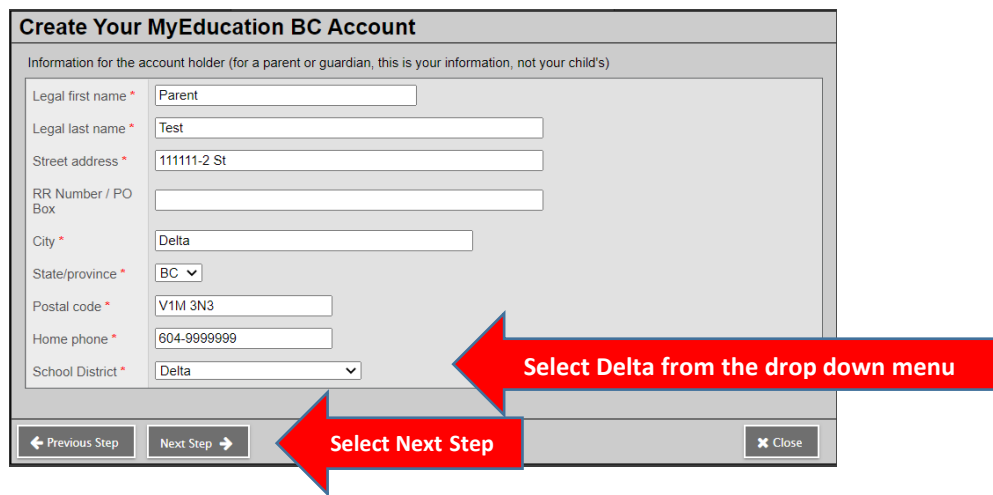2. Log into MyEducation BC at the following URL - https://myeducation.gov.bc.ca/aspen/logon.do
3. Click on "Request an account"

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

← Verify that you are the parent/guardian
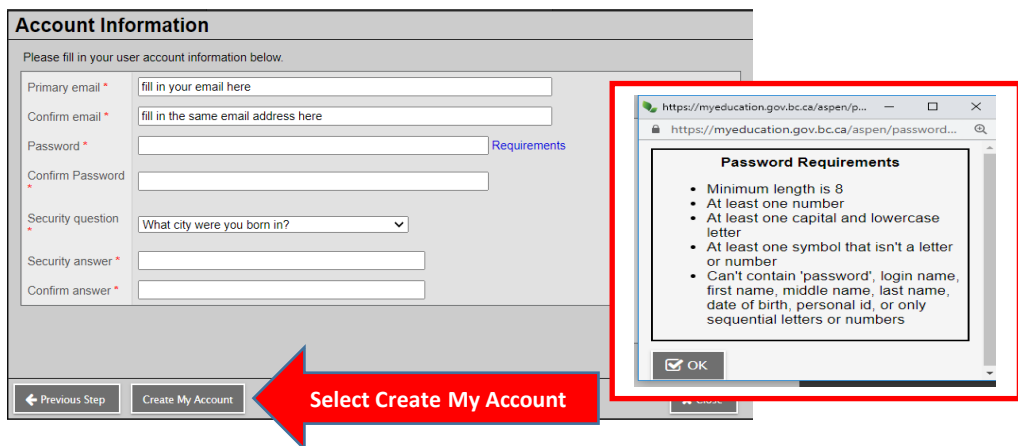
Next Step →   **← Click Next Step**   ✖ Close

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

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 *	Parent
Legal last name *	Test
Street address *	111111-2 St
RR Number / PO Box	
City *	Delta
State/province *	BC
Postal code *	V1M 3N3
Home phone *	604-9999999
School District *	Delta

← Select Delta from the drop down menu

← Previous Step   Next Step →   **← Select Next Step**   ✖ Close

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

Account Information

Please fill in your user account information below.

Primary email *	fill in your email here
Confirm email *	fill in the same email address here
Password *	Requirements
Confirm Password *	
Security question *	What city were you born in?
Security answer *	
Confirm answer *	

https://myeducation.gov.bc.ca/aspen/p...

https://myeducation.gov.bc.ca/aspen/password...

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

☑ OK

← Previous Step   Create My Account   **← Select Create My Account**   ✖ Close

IMPORTANT NOTE:

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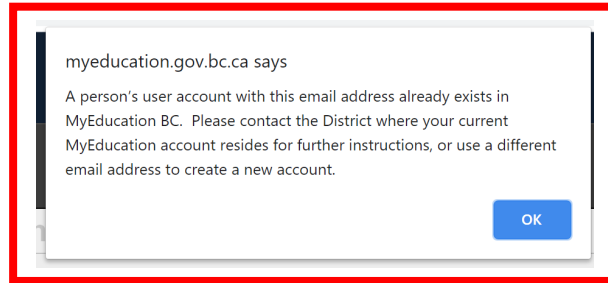

There are two options for you:

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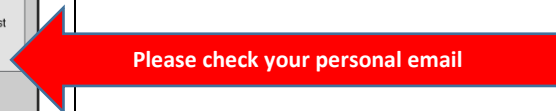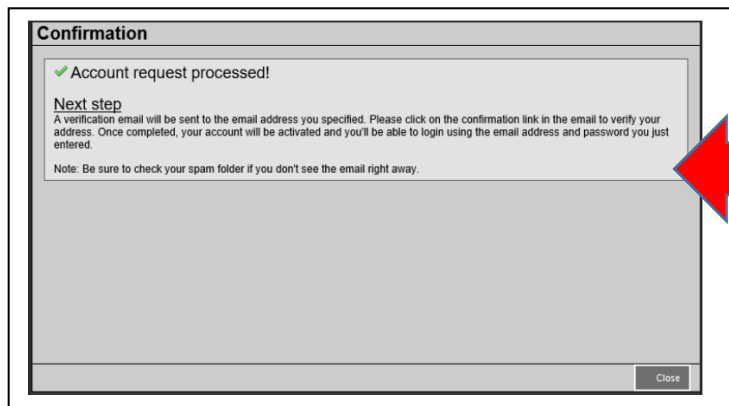
Sample Verification Email
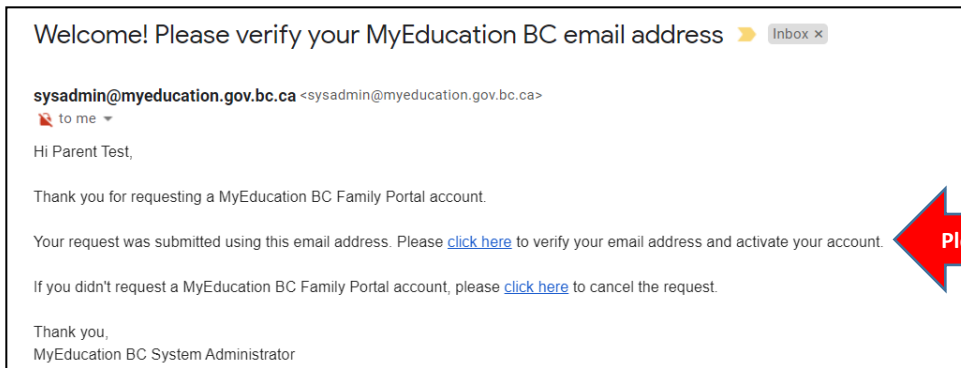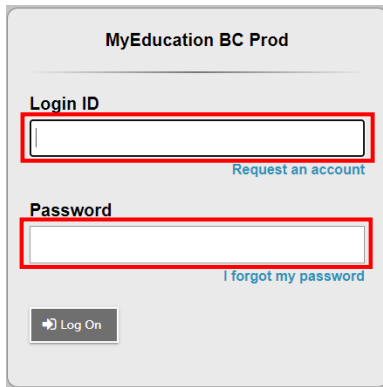
You are now able to log in and begin the Kindergarten registration process. Please save your login information in a secure place for future reference.

2. COMPLETE AN ONLINE APPLICATION FOR YOUR KINDERGARTEN CHILD

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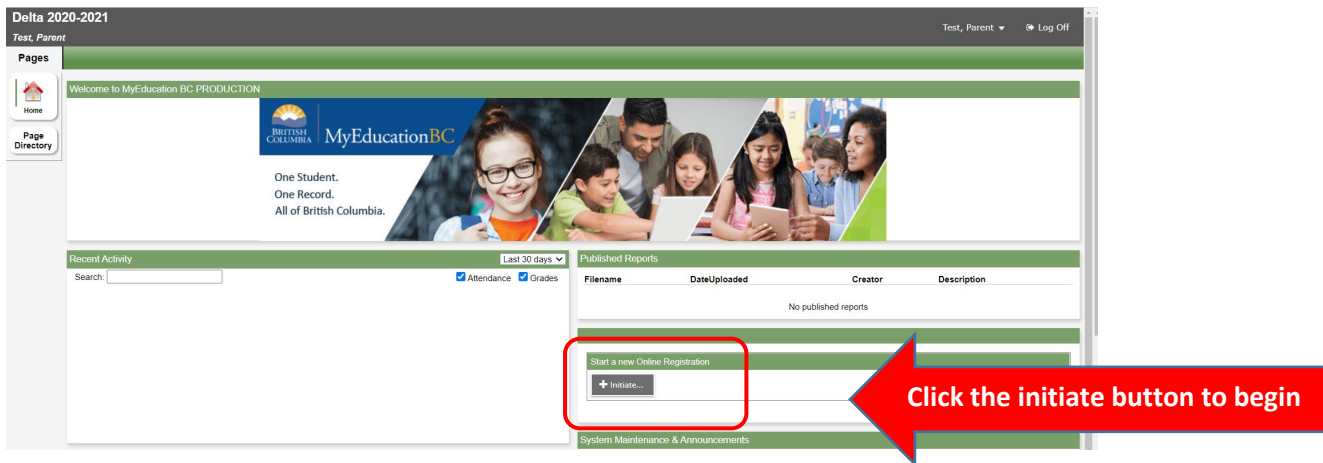
Your login ID is the email address you used to start the registration process. Please enter it in the Login ID box.

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

(Please do not request more than one account)

2. 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.
Click the "Initiate" button to begin your application for kindergarten.

3. Once you have started an application, you can click "save and close" and return to the application later. To log back into your application, 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 2025-2026 since you are applying for the next school year which starts in September 2025.

- At the bottom of the page click "Next". At any time in the application process, you can click "Save and Close" and return to the application 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 2020 (Kindergarten age for September 2025).
- Phone Information – If your cell phone is your home phone, please enter the same number in each box.

- 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.

- Then select "Next".

FAMILY CONTACTS TAB

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

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

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

- 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

Your child has NOT attended Strong Start

- **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.

Sample with NO medical concerns

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.

- **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.

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 application process, these documents will be saved in this program only until your catchment school fully accepts your child's registration for kindergarten. 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.
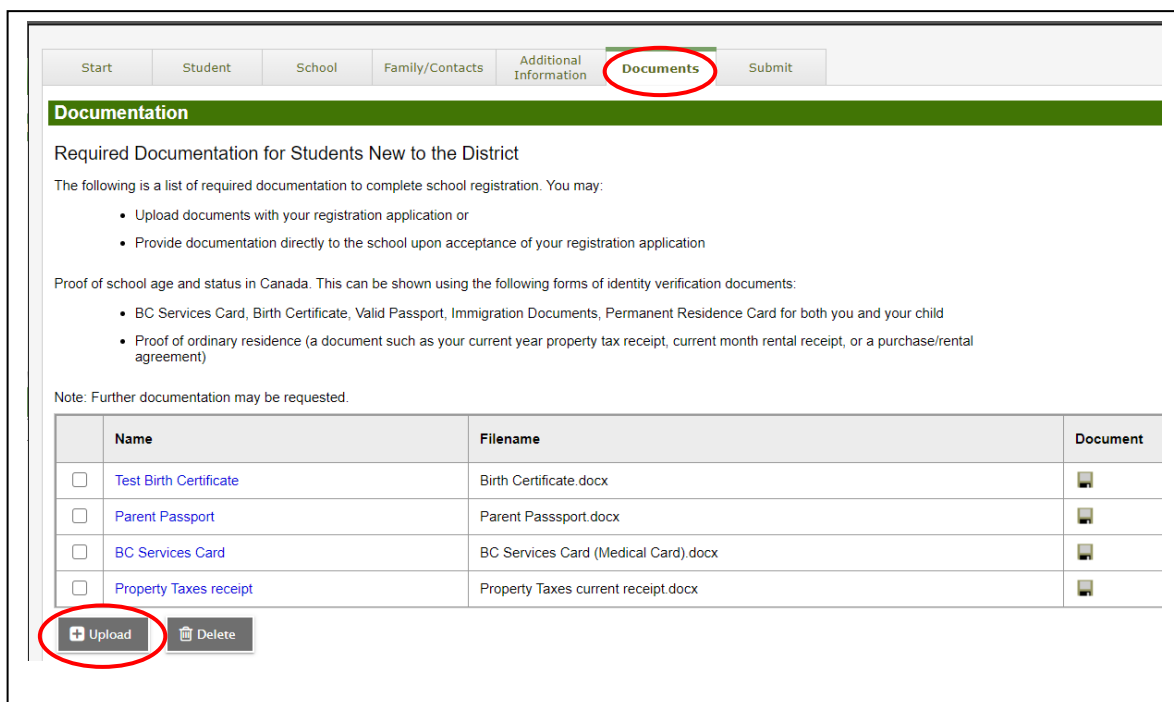
IMPORTANT NOTE:

If you are unable to upload your documents, please complete the rest of the online application and contact your catchment school once the online application 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 application and are ready to SUBMIT the application directly to your child's catchment school in the Delta School District.
- **To SUBMIT your child's application, please scroll to the bottom of the screen and click SUBMIT.**
- Once you submit this application 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.

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

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		☑

🖶 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 application. You will also receive an automated email confirmation from sysadmin@myeducation.gov.bc.ca to indicate your application has been received.
- Messages on the main page screen "Workflow Phase":
  - **Awaiting Review** – you have successfully submitted the Kindergarten application.
  - **Under Review** – The school office has begun reviewing the application 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 application to register for Kindergarten as soon as possible.
- Applications to register for kindergarten will not be completed until <u>all</u> 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:**
  - o **A fillable PDF Registration Form package which contains specific consents and additional information required by our district.**
  - o **A parent declaration form confirming residence in British Columbia.**

- If you have questions about registration for kindergarten, please contact the School Board Office at 604-952-5340 or email 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 Application process

with the Delta School District!

APPENDIX 1: <u>Using an iPad or tablet to complete your application:</u>

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

<u>Use Google Chrome as your browser</u>

1. Log into MyEducation BC on your tablet or iPad at the following URL:
   https://myeducation.gov.bc.ca/aspen/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.
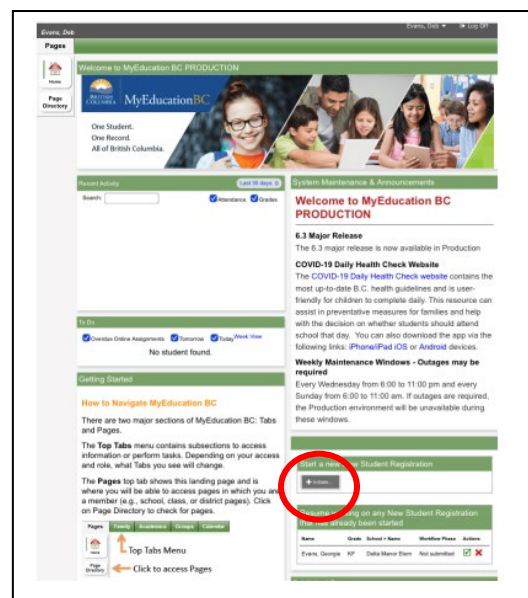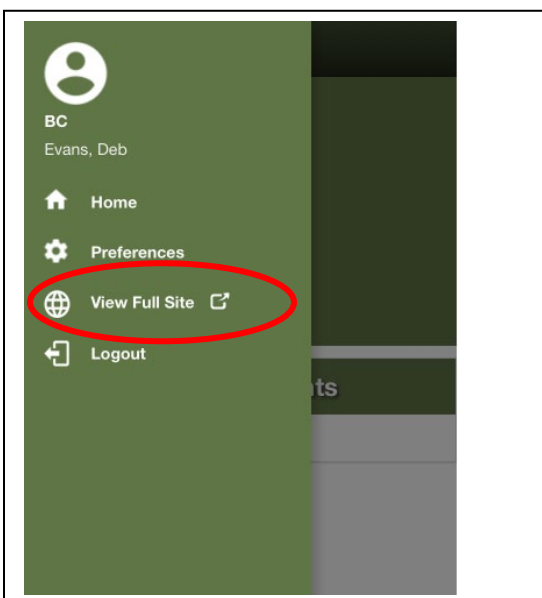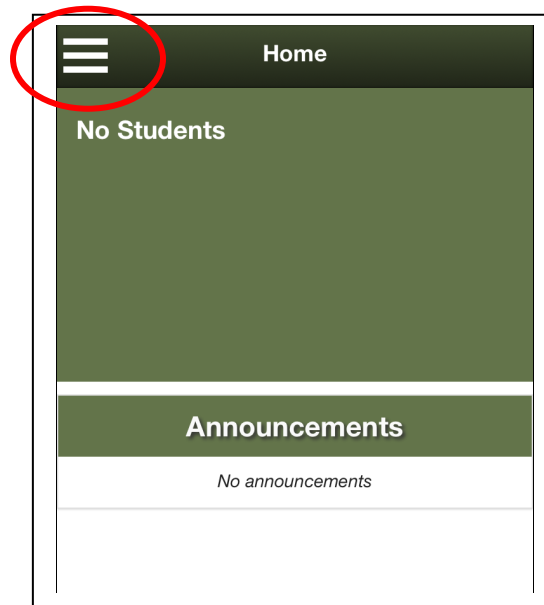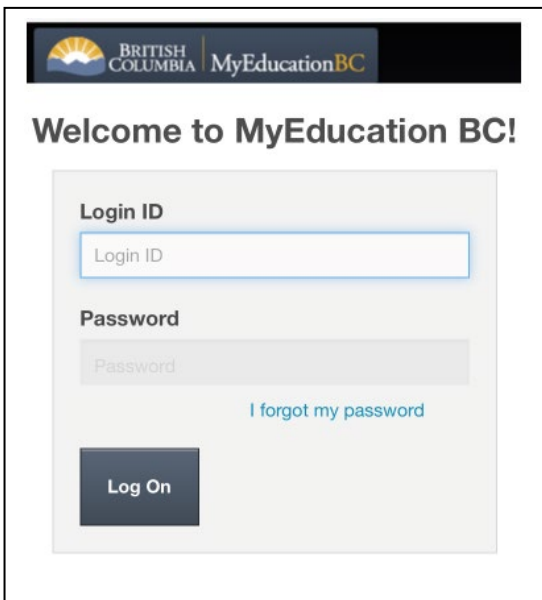
4. Click the initiate button to start your kindergarten application. Then locate the START TAB to continue.
5. Return to Page 5 of this document to follow the instructions for completing the application for kindergarten.