



ONLINE STUDENT REGISTRATION GUIDELINES

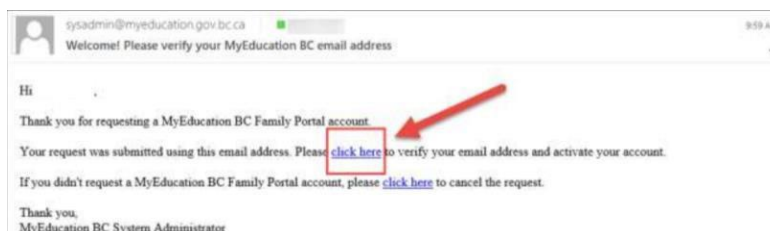
We are excited to welcome you to School District 47! You can now register your child/children for Kindergarten to Grade 12 (including French Immersion) if you are new to the Powell River School District or if you wish to transfer your child to a different school in our District. Please register by following the guidelines below.

STEP 1: ACCOUNT CREATION: Create an account in the student information system, MyEducation BC. Use a desktop, laptop, or tablet device. A mobile device is not recommended.

1. URL for website: <https://myeducation.gov.bc.ca/>
2. Click the 'Request an account' link.
3. Verify you are a parent/guardian.

4. Enter your information in the 'Create Your Account' screen (select 'Powell River' as the School District).
5. Set up your account in the 'Account Information' screen (areas with red asterisks are mandatory fields).

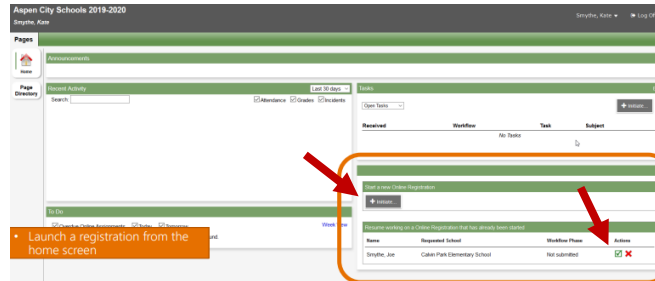
6. You will receive an email to verify your account. Click on the link in the email to activate your account.



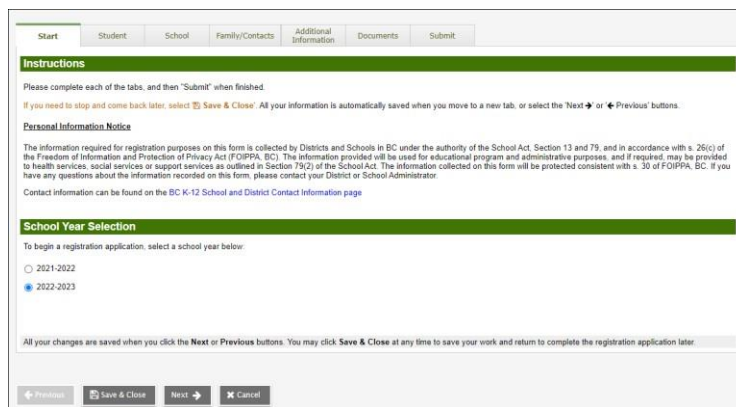
Once you have completed this process, you will be able to log into MyEducation BC on a limited Family View account.

STEP 2: REGISTRATION: Complete the required fields and submit the registration.

1. Click the 'Initiate' button in the Registration widget. You can save your information and resume later. If you do resume, click the green checkbox by your child's name to continue. Do not select the 'Initiate' button again, or you will create a new record.



2. There are seven information tabs. This process will take you through each tab. If you have entered information, but wish to stop and complete later, click the 'Save and Close' button at the bottom of the screen. Please see the chart below for details on each tab.



Tab Name	Notes for Section
Start	Select the school year for the registration. Use '2023-2043' for students starting in September 2023.
Student	<ul style="list-style-type: none"> • Enter the demographic information for your child. Fields with a red asterisk are mandatory. • If your mailing address is different from your physical address, click the 'Add' button to enter your different mailing address.
School	Select the school you wish to register your child at.
Family / Contacts	<ul style="list-style-type: none"> • Click the blue hyperlink for your record, complete the information, then click OK to save. • Select the 'Add' button in the 'Parent/Guardian/Other Contact' section to add additional Contacts, ie: other parent or emergency contact). • Select the 'Add' button in the 'Siblings' section to note any siblings who currently attend a school in our District.
Additional Information	<ul style="list-style-type: none"> • Enter 'School History' section (not relevant for kindergarten). • Please indicate in the 'Student Services Support' section if the student has received any student support services prior to school entry, such as: hearing, occupational therapy, physiotherapy, speech and language, or vision. • Complete the 'Language Information' section.

<p>Documents</p>	<p>Click the 'Upload' button for each document. Documentation to upload may include:</p> <ul style="list-style-type: none"> • Student proof of age (birth certificate) and citizenship documentation. <p>Once the school processes the registration, these documents are deleted from the online system.</p>
<p>Submit Tab (read carefully before submitting)</p> <p>FOR FRENCH IMMERSION</p> <hr/> <p>Before you submit</p>	<p>There is a 'Comment' box in this screen. Use this to provide additional information. Provide details. Examples include:</p> <ul style="list-style-type: none"> • I wish to register my child for French Immersion. My child has a sibling/siblings in the program. Please provide sibling's name/names if applicable. <p>Review each tab to ensure your child's registration is complete. Ensure your documents are attached, otherwise the process may be delayed.</p> <ul style="list-style-type: none"> • When you are ready, click the 'Submit' button. • You will see a message confirming that the registration is complete. • The school will receive an email indicating an online registration is available for review.

ADDITIONAL NOTES:

- Refer to the District's [registration webpage](#) for further information.
- Monitor your emails. The school will contact you if additional information is required.