School District 5 (Southeast Kootenay)

ONLINE STUDENT REGISTRATION OUTLINE OF PROCEDURE FOR PARENTS

An online registration process is available for parents registering their kindergarten student(s) for the 2026-2027 school year. If you have an existing account to access the Family Portal for another child, please go directly to Step 2 without creating a new account. If you are new to MyEducation BC, please create an account using the instructions below:

STEP 1: ACCOUNT CREATION: Create an account for 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 'Southeast Kootenay' as the School District)

5. Set up your account in the 'Account Information' screen (all areas with red asterisk are required)
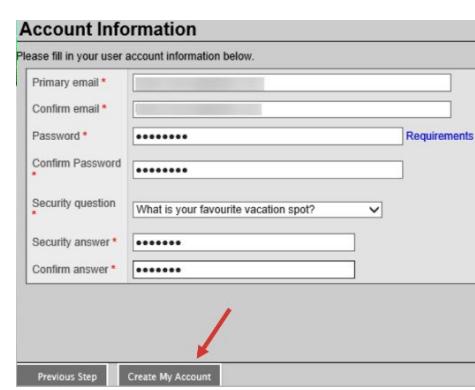
6. You will receive an email to verify your account. Click on the first link in the email to activate your account. If you click on the second link, your account request will be cancelled.

At the completion of 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 near the middle of the screen. You can save your information and resume later by clicking the green checkbox by your student's name as shown below. Do not select the 'Initiate' button again, or you will create a new record.

2. There are seven tabs of information. The process will take you through each tab. If you have entered some information, but wish to stop and complete it later, click the 'Save and Close' button at the bottom of the screen.

Tab Name	Notes for Sections
Start	Select the school year for the registration. Use '2026-2027' for students starting in September 2026.
Student	• Enter demographic information for your child. Areas with a red asterisk are required and you will not be able to continue until those fields have been completed. • If your mailing address is different from your physical address, click the 'Add' button at the bottom of the page to enter the different information.
School	Select the catchment school for your child. Use the School Locator if you are unsure which school is your catchment school. Please note: You MUST register your child at their catchment school. If you wish your child to attend a school other than their catchment school, please complete Form 300-2 Family Request for Student Placement and follow the instructions on the form for correct submission.
Online, Blended School	If you are registering your child at Kootenay Discovery School, select this. There is no need to register at the catchment area school. If your child is currently in StrongStart, please let the StrongStart staff know that your child will be attending the online, blended school in order for your child to be transitioned in MyEducation BC.

Family/ Contacts	• Click the blue hyperlink for your record, complete the information, and click OK to save. • Select the 'Add' button in the 'Parent/Guardian/Other Contact' section to add additional contacts (e.g., other parent or emergency contact). • Select the 'Add' button in the 'Siblings' section to note any siblings who are already attending a school in the district.
Additional Information	• Enter 'School History' section (i.e., Strong Start). • If the student has any medical concerns, click the 'Add' button in the 'Medical Information' section to enter details. Additional medical form(s) may be required if your child has a medical condition noted in the district's AP 300, Form 316-1 for emergency care instructions while your child is at school and Form 316-2 for permission to administer medication at school. • Please indicate in the 'Student Services Support' section if the student has received any services or support prior to school entry, such as: hearing, occupational therapy, physiotherapy, speech and language, or vision. • Complete the 'Language Information' section.

Documents	Click the 'Upload' button for each document. Documentation to upload:
	• Student proof of age and citizenship documentation
	• Proof of residency documentation
	• Medical forms (if applicable – links found on Page 2 of district AP 316)
	• Notarized legal documentation relevant to the student (if applicable)
	• Bus Student Registration (if applicable)
	• Permission Forms found on District Website:
	   - Outside Media Consent
	   - Technology Consent
	   - Personal Information Consent
	Once the school processes the registration, these documents are removed in an overnight procedure.

Submit – Comment Box	There is a 'Comment' box in this screen. Use this to provide additional information. Provide details. Examples include: • I wish to register my child for Early French Immersion. (Only available at T.M. Roberts Elementary School in Cranbrook.) • I wish to register my child for Late French Immersion. (Only available at Isabella Dicken Elementary School in Fernie.) • I wish my child to attend an out of catchment school (*name of school*). I have submitted Form 300-2 Family Request for Student Placement as per the instructions provided on the form.
Submit	Review each tab to ensure the registration is complete, and documents are attached. 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:
- Monitor your emails. The school will contact you if additional information is required.
- If you register at a school outside your catchment, the school will forward the application to your catchment school. You will receive an email notification.