

Student Registration in SD 58

To register your child in School District No. 58, you will need the following:

- Birth Certificate
- Immunization record
- Care Card
- Proof of address

In Merritt, parents can choose to register their child as follows:

1. Students can register for their local school, based upon the catchment area determined by their residence. To view the Catchments areas for Merritt, see Appendix A.
2. Students can register for French Immersion which is offered at Collettville Elementary school. For information about the enrollment procedures specific to French Immersion, please contact the school at 250-378-2230 or CVschool@365.sd58.bc.ca
3. Students can register for Distance Education. Parents interested in this option should contact SCIDES at (250)378-4245 or registrar@365.sd58.bc.ca

In Princeton, parents will register their child as follows:

1. If your child is registering in Grades K to 3, please register in John Allison Elementary.
2. If your child is registering in Grades 4 to 7, please register in Vermilion Forks Elementary.
3. If your child is registering in Grades 8 to 12, please register in Princeton Secondary.

The Online Registration portal of MyEd BC allows parents/guardians to log into the MyEd Family Portal and enter new registration data for each of their children. Once submitted to a school, the entire registration application can be processed directly in MyEd BC eliminating the need for paper forms and in-person registration. The data is transferred from the application forms to the student record, speeding up the processing of enrolling students and increasing the accuracy of student data.

Parents can now create an account in MyEd BC without any intervention from the school district. The process is as simple as clicking a link and entering just a few pieces of information and verifying an email address. Please note that if a parent or guardian already has a MyEd BC account for other students, they will not need to create a new account to register additional children.

New Online Registration Procedures

Please ensure you have the necessary registration documents before you begin the following registration process.

1. Go to the MyEd BC Website. You can access it through the SD 58 District website at www.sd58.bc.ca . Please do not google the MyEd site as we have had alternate sites found which can be confusing.
2. If you have never had a MyEd Family Portal account in the province of BC, you can choose "Request an Account" which will allow you to register your child. For additional documentation on creating a parent account in MyEd BC, see Appendix B.
3. If you already have a Family Portal account, log into your parent account. If you have forgotten your password, simply use the "I forgot my password" link to reset it.
4. Once you have logged into the MyEd Family Portal, simply click the "Initiate" button to begin registration for your student.
5. Once you begin the process and complete some demographic information for your student, you can save the information and continue the process later by clicking on "Save and Close". The registration will remain on the Online Registration widget with the Status of "Not Submitted" showing you that the process has not yet been completed. At this point you simply to click on the green checkbox on the record to continue the registration process.
6. For kindergarten registration, please ensure that you choose the correct school year as you begin the process.
7. Parents can register all their children online. The status of each registration will show individually on the widget.
8. Once registration is complete the entire registration can be printed by simply clicking on the printer icon next to the submitted registration.
9. Once the registration has been accepted by the school, the status of the registration shows "Accepted" so that you are aware that the registration process is complete.

Appendix A

SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN) SCHOOL

CATCHMENT AREAS – MERRITT

Collettsville Elementary School, 2021 Birch Ave.

- French Immersion students, grades K-7 (district).

Diamond Vale Elementary School, 2675 Coldwater Ave.

- East of Orme St.
- South of Nicola Ave.
- North of Nicola Ave. have a choice between Diamond Vale and Merritt Central.
- Nicola Wynd subdivision.

Merritt Bench Elementary School, 3341 Grimmett St.

- North of Blackwell Ave.
- Bench area.

Merritt Central Elementary School, 1501 Voght St.

- West of Orme St.
- South of Nicola Ave.
- North of Nicola Ave. have a choice between Merritt Central and Diamond Vale.
- Bus students from Douglas Lake, Coldwater, Upper Nicola, Mamette Lake, Harmon Lake Estates, Nicola Lakeshore.
- Collettsville area students.

Nicola-Canford Elementary School, 2311 Postell St.

- Lower Nicola area.
- Bus students from Shulus, Shacken, Rocky Pines and 14 Mile.

Merritt Secondary School, 1561 Chapman St.

- All grade 8-12 students.

Appendix B

Parent Account Creation

Parents can now create an account in MYEDBC without any intervention from a school district. The process is as simple as clicking a link and entering just a few pieces of information and verifying their email address. Creating an account gives parents and guardians the ability to register their children to attend school directly in MYEDBC

- It is necessary for the parent to have a Family Portal account to view and complete the forms.
- In cases of parents new to the district, this is achieved by choosing “Request an Account”, giving them a limited Family View Account with the Online Registration Add- On Role.
- Parents with an existing account will see the “Initiate” button on their Home screen when they log in if they have the Online Registration Add-On attached to their existing role by the district.

Parents who do not have a Family Portal Account

Request an account



The image shows a screenshot of a login interface. At the top, there is a blurred header area. Below it, the text "Login ID" is followed by a white input field. To the right of this field is a blue link labeled "Request an account", which is enclosed in a red rectangular box. A red arrow points from the left side of the "Request an account" link towards the "Login ID" input field. Below the "Login ID" field is the text "Password" followed by another white input field. At the bottom right of the form area, there is a blue link that says "I forgot my password". At the bottom left, there is a grey button labeled "Log On".

Appendix B

Clarification about creating a parent account for the first time

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

Create Your Account

Supplying information about parent. This goes to the student's record as a contact.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

Legal first name *	<input type="text" value="Parent"/>
Legal last name *	<input type="text" value="Test"/>
Street address *	<input type="text" value="2222-2 Street"/>
RR Number / PO Box	<input type="text"/>
City *	<input type="text" value="Langley"/>
State/province *	<input type="text" value="BC"/>
Postal code *	<input type="text" value="V1M 3N3"/>
Home phone *	<input type="text" value="604-999-9999"/>
School District *	<input type="text" value="Langley"/>

Appendix B

User Account information

Set password and security question. Parent login will be the email entered in this screen

Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What is your favourite vacation spot?"/>
Security answer *	<input type="password"/>
Confirm answer *	<input type="password"/>

[Previous Step](#) [Create My Account](#) [Close](#)

Confirmation needed for process to finish

Confirmation

✔ Account request processed!

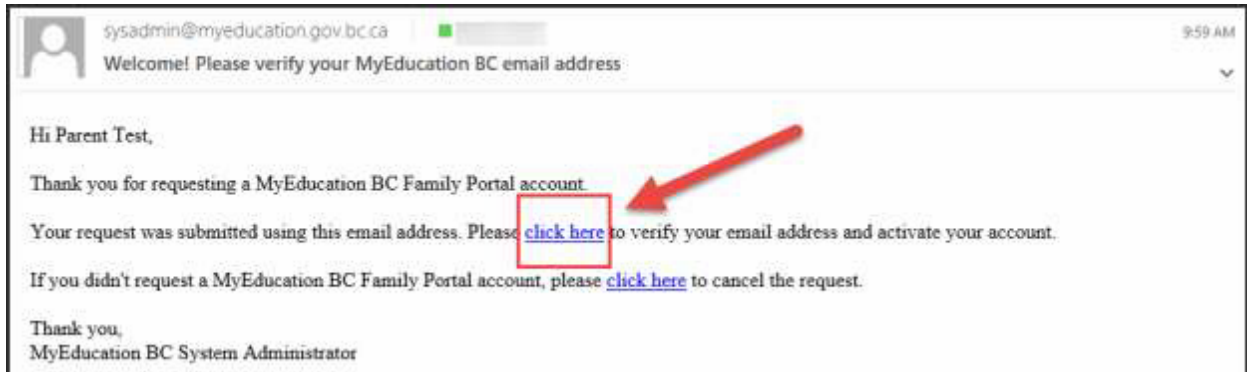
Next step
A verification email will be sent to the email address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

[Close](#)

Appendix B

Verification Email sent to parent



If parent clicks on the second “click here” request the account request is cancelled.

Email Validation

Parent can now log in with email address and password that they just entered. A new parent account with the district chosen in the “School District” field.

