



## Student Registration Request – New to District

Are you looking to register your student in the Maple Ridge Pitt Meadows School District 42? Our updated online system now handles incoming students for all grades! Before continuing on with the steps below, please ensure you have created an [SD42 Parent Portal](https://parents.sd42.ca) account, or check out our guide on [how to create an account](#).

- (1) Login to your SD42 Parent Portal Account
  - a. Navigate to <https://parents.sd42.ca>
  - b. Choose the **Parent** option
  - c. Login using your parent credentials

SD42 PARENT PORTAL  
Learning Today, Leading Tomorrow

Welcome to the SD42 Parent Portal. The portal enables authorized parents/guardians to fill out school forms, receive materials and make secure online payments.

- (2) If you are a parent registering a child in our district for the first time, you will land on the page shown in below, whereas if you already have students linked to your account, please skip ahead to [step 3](#). The information presented here is in the form of questions and answers, please click on the heading most relevant to you. To begin a new enrolment request, please click either the “Begin New Enrolment Request” button or the “New Requests” tab.

**Registration Dashboard**

Welcome to School District 42's online enrollment. Whether you're registering a student who is new to the district or a currently enrolled student who is looking to participate in one of our many programs, here is where you begin.

Are you creating a new account in preparation for the upcoming Kindergarten registration? +

Are you creating a new account for a student currently enrolled in SD42? +

Begin New Enrolment Request Practice Form



- (3) On the New Requests tab, you will see all available registration periods for the current and upcoming school years. Select the period you wish to register your student for, by clicking on its name.

### Registration Dashboard

Introduction	<b>New Requests</b>	Current Requests	History	Upload Documents	Practice Form
<b>Current School Year 2020/2021</b>					
Registration Period		Opens	Closes		
Kindergarten Registration - Sibling Phase		Jul 27 2021 12:00 PM	Jul 28 2021 12:00 AM		
New to District Registration for Grades Kindergarten - Grade 7 current school year		Jul 27 2021 12:00 AM	Jul 28 2021 12:00 AM		
<b>Upcoming School Year 2021/2022</b>					
Registration Period		Opens	Closes		
Kindergarten Registration - Late Phase		Jul 19 2021 9:56 AM	Aug 01 2021 12:00 AM		

- (4) Here you can see the details and information for the selected registration period. There may be a countdown timer at the bottom of the page indicating when this period is open to registrations. The timer will be replaced with a green “Begin Enrolment Request” button when the countdown reaches zero.

### Kindergarten Registration - Sibling Phase

#### Sibling Registration

Kindergarten registration in the Sibling Phase is open for all students across School District 42 that already have a sibling attending the desired first choice school (currently in Gr K-6). The child already attending school must be linked to your account in order to register during this phase. The child you are registering for kindergarten will not be linked to your account until s/he has been placed at a school and supporting documentation has been provided to the school. Kindergarten students will automatically be linked to your account once documentation has been processed.

Registration opens in ## hours ## minutes and ## seconds

**New Student**

Are you a new student looking to register with School District 42? Click here to begin your enrolment request.

**Begin Enrolment Request**

Countdown will be replaced by a green button



- (5) The first screen on the enrolment form is the timestamp view. On this screen we let you know your exact timestamp, as a reassurance that you should take your time filling out the information on the next screens. Click “Next” to proceed.

### You're All Set!

**Thursday, July 29, 2021 (3:03:19 PM)**

Here is the timestamp of your registration! You can think of it as your place in line for this registration period. There is **no need to rush** the remainder of this form as the wizard will stay open for 12 hours from this timestamp, even if you close your browser. There is a summary page at the end of this process that will also display your timestamp, which you can save and/or print for your records.

Let's begin!

[Next](#) [Cancel](#)

- (6) Please select the grade that you wish to register your student in, for the registration period that you have selected. Click “Next” to proceed.

### Choose a Grade:

What grade will your student be in **when they begin** school for this registration period?

Select Grade:

[Previous](#) [Next](#) [Cancel](#)

----- Please Make a Selection -----

----- Please Make a Selection -----

Grade Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

← Click to expand the dropdown

← Select the appropriate grade



- (7) Indicate the program and school you wish to register your student in. When you select the program, the list of schools will be filtered to display only the ones which offer the program of choice. If a second choice is offered in your registration period, please make a subsequent selection in the event your first-choice school program is no longer available. Click “Next” to proceed.

**School Choice(s):**  
Indicate what school/program you would like your student to attend.

Click to expand the dropdown

Select the education program

Select the school

Click to expand the dropdown

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- (8) Fill in the information for the student that you wish to register. All fields are mandatory and must be completed accurately. Click “Next” to proceed.
- The students’ date of birth will be validated to ensure they meet the age requirements for the selected period
  - The Personal Health Number (PHN) will be validated to ensure it is a valid Canadian PHN

### Student Information

Complete the fields below ensuring that the student's legal first and last names match their government-issued identification. The school will require a copy of the government-issued identification when the student is successfully enrolled.

Legal Details		Preferred Details	
(as it appears on government ID)		<input checked="" type="checkbox"/> Same as Legal Details	
Student First Name	James	Student First Name	James
Student Last Name	Potter	Student Last Name	Potter
Student Middle Name	Severus	Student Middle Name	Severus
Student Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> X	Student Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> X
Phone Number:	(604)463-4200	Phone Number:	<input type="radio"/> Cell <input type="radio"/> Home <input checked="" type="radio"/> Other
Student Date of Birth	05-18-2016	Student Date of Birth	05-18-2016
Personal Health Number	1111 111 111	Personal Health Number	1111 111 111

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(9) Please provide a number that the automatic dialer system can use to notify you of unexcused student absences, and any other important information. Click “Next” to proceed.

### Automatic Dialer Information

Some schools in School District 42 use an automatic-dialer system to send automated messages reporting unexcused absences and other important school information for parents. In the event your school uses the system, please provide us with a phone number where you wish to receive these messages.

Primary Contact Number:

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(10) Please enter the address where the student lives majority of the time. This address will be used by the [School Locator](#) tool to determine your catchment schools. Click “Next” to proceed.

- a. If the period allows a daycare to be used (for example in a Kindergarten registration) please check the box to proceed to daycare catchment lookup.
- b. If the period does not allow use of a daycare address, please proceed to [step 12](#).

### Student Address Information

Provide an address where the student lives the majority of the time. If the student spends equal time between two parent/guardian addresses, please choose one. There will be opportunity to provide the second parent/guardian's address on further screens.

*If you experience any difficulties with the address entry, please contact the School District IT Department at 604.466.6248.*

Address Details	
Apt / Suite #:	<input type="text"/>
Street Address:	<input type="text" value="22225"/>
Street Name:	<input type="text" value="Brown Ave"/>
City:	<input type="text" value="Maple Ridge"/>
Province:	<input type="text" value="BC - British Columbia"/>
Country:	<input type="text" value="Canada"/>
Postal Code:	<input type="text" value="V4R 8N6"/>

I would like to use my daycare address for catchment lookup

[Previous](#) [Next](#) [Cancel](#)



(11) Please enter the daycare address information. This address will be used instead of the primary student address to determine your catchment schools by using the [School Locator](#) tool. Click “Next” to proceed.

### Daycare Address

If you are requesting that your child attend school in the same catchment as their current daycare, please provide the name and address of the daycare

*If you experience any difficulties with the address entry, please contact the School District IT Department at 604.466.6248.*

Address Details	
Daycare Name:	<input type="text" value="Daycare Name"/>
Apt / Suite #:	<input type="text"/>
Street Address:	<input type="text" value="22225"/>
Street Name:	<input type="text" value="Brown Ave"/>
City:	<input type="text" value="Maple Ridge"/> ▼
Province:	<input type="text" value="BC - British Columbia"/> ▼
Country:	<input type="text" value="Canada"/> ▼
Postal Code:	<input type="text" value="V2X 8N6"/>

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(12) This is your school catchment information at the time of the [School Locator](#) lookup. Please note that these catchment boundaries may be subject to change in future school years. Click “Next” to proceed.

### School Catchment Information

This is your catchment (school boundary) information. Catchment boundaries may be subject to change in future school years.

Elementary Catchment Information			
English Catchment:	<b>Eric Langton Elementary</b>	French Catchment:	<b>Laity View Elementary</b>

  

Secondary Catchment Information			
English Catchment:	<b>Maple Ridge Secondary</b>	French Catchment:	<b>Maple Ridge Secondary</b>

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(13) Please fill in the student citizenship information as required. Click “Next” to proceed.

## Student Citizenship / Immigration Information

Please indicate your student's citizenship and the name of the country where they were born.

Is your child a Canadian citizen?

Yes  No

Country of Birth:

Canada ▼

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(14) Please fill in any First Nations information as relevant. Click “Next” to proceed.

## First Nations Information

Please provide us with any First Nations information about your student.

Student is Indigenous?

Yes  No

Aboriginal Ancestry

Inuit  Métis  Non-Status  Status First Nation

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(15) Please fill in any Language information as relevant. Click “Next” to proceed.

### Language Information

Please indicate the language(s) used by the student and in the home. Please indicate whether your student would benefit from English Language Learner support.

What is the language used most by the student?

English  Other

What is the primary language used at home?

English  Other

Please select a language:

Kiswahili (Kenya) ▼

What is the student's first language?

English  Other

Does the student currently benefit from (or may in the future benefit from) English Language Learner support?

Yes  No

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(16) Please let us know of any disabilities or diverse abilities that your student may have. Click “Next” to proceed.

### Students with Disabilities or Diverse Abilities

We want to ensure that your student has the best learning opportunities in our district and is well supported if they have additional learning needs. Please indicate if your student has received (at a previous school), or will need added Learning Services support. Please provide a brief description of their needs.

Does your child have any learning needs?

Yes  No

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(17) Please let us know of any allergies and/or life-threatening concerns that may impact your student. Click “Next” to proceed.

### Medical Information

It is important for the school to know if your student has any health concerns or life-threatening conditions. Please provide the details below.

Are there any allergies or health concerns?

Yes  No  **List allergies and/or health conditions that do not require immediate medical assistance.**

seasonal allergies

Are there any life-threatening illnesses/concerns?

Yes  No  **List conditions that require a 911 phone call for emergency medical assistance.**

allergic to peanuts. James does carry an EpiPen.

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(18) Please fill in the general information as requested. Depending on the grade selected for registration, additional information may be required pertaining to preschool, daycare, and StrongStart programs. Click “Next” to proceed.

- a. If a previous school exists, please fill in all relevant details to assist us in transferring student record files.

### General Information

Please provide us with the details of your student's previous school experience.

Was your child previously enrolled in another school?

Yes  No (this is my first school)

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(19) Please enter parent/guardian details for the student. A minimum of one contact is required, and more can be added by clicking the green “Add A Contact” button. Similarly, contacts can be removed by clicking the orange “Remove Contact” button.

- a. Should the student not live at the same address as the parent/guardian, please select the “Not at same address as student” option and let us know the residence of that parent/guardian contact. Click “Next” to proceed.

### Parent / Guardian Details

It is important for the school to have accurate information about the student's parent(s) and/or guardian(s). Please add one parent/guardian at a time. Do not list both parents in the “First Name” field. Instead, after you've completed the fields for the first parent, click on the “Add a Contact” button to complete the details for the second parent/guardian.

Parent / Guardian Details	
First Name:	<input type="text" value="Harry"/>
Last Name:	<input type="text" value="Potter"/>
Primary Phone Number (indicate type):	<input type="text" value="(604)463-4200"/>
	<input checked="" type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Other
<input type="checkbox"/> <i>Enter additional phone numbers</i>	
Email Address:	<input type="text" value="harry@potter.wiz"/>
Relationship to Child:	<input type="text" value="Father"/>
Country of Birth:	<input type="text" value="United Kingdom"/>
<input type="checkbox"/> <i>Not at same address as student</i>	

**Remove Contact**

**Add A Contact**

Is there a legal custody document in force regarding guardianship?

Yes    No

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**Cancel**



(20) Please enter any siblings that current attend school in the Maple Ridge Pitt Meadows School District. This list will be prefilled with any students that are currently linked to your account. Additional siblings can be added with the green “Add A Sibling” button and removed with the orange “Remove Sibling” button. Click “Next” to proceed.

### Sibling Details

Please complete the following fields listing the names of the student's siblings. Only list siblings who already attend a school in Maple Ridge - Pitt Meadows School District 42. Please ensure that only one sibling is listed in each field. Click the “Add a Sibling” button to add more than one sibling.

Add A Sibling

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(21) Please fill in the details of a non-parent/guardian emergency contact that the school can contact in the event the parent/guardian is unavailable. A minimum of one contact is required, and additional contacts can be added using the “Add A Contact” button. Click “Next” to proceed.

### Non-Parent/Guardian Emergency Contact Details

Please provide information for a minimum of one emergency contact for your student. Do not list more than one name in a single field. Instead, click the "Add a Contact" button to create an additional contact. For example, if you are listing grandparents as emergency contacts, both grandma and grandpa must be listed **separately**, not as "Hardeep & Susan" in a single first name field. Remember, this section is not for parent/guardian information. The contacts listed as "Emergency" are for circumstances when your student becomes ill, and a parent/guardian **cannot** get to the school to pick them up.

Local Emergency Contact Details	
First Name:	<input type="text" value="Hermione"/>
Last Name:	<input type="text" value="Granger"/>
Primary Phone Number (indicate type):	<input type="text" value="(604)463-4200"/>
	<input checked="" type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Other
<input type="checkbox"/> <i>Enter additional phone numbers</i>	
Relationship to Student:	<input type="text" value="Relative"/>
<input type="button" value="Remove Contact"/>	

Add A Contact

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(22) Please fill in the details of an emergency contact that can be reached in the event of a catastrophic event at the school or in the lower mainland. A contact is required to be filled in. Click "Next" to proceed.

### Out-of-Area Emergency Contact Information

An out-of-area contact should be someone we can contact should a catastrophic event occur at the school or in the Lower Mainland that affects the school.

Out-of-Area Emergency Contact Details	
First Name:	<input type="text" value="Draco"/>
Last Name:	<input type="text" value="Malfoy"/>
Primary Phone Number (indicate type):	<input type="text" value="(203)463-4200"/>
	<input checked="" type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Other
<input type="checkbox"/> <i>Enter additional phone numbers</i>	
Country of Residence:	<input type="text" value="Canada"/>
City of Residence:	<input type="text" value="Victoria"/>
Province/State of Residence:	<input type="text" value="BC"/>
Relationship to Child:	<input type="text" value="Relative"/>

(23) Please read and confirm that you have read the legal notice presented on the screen. Should you have any questions or concerns about the collections, use, or disclosure of the personal information collected, please email [privacy@sd42.ca](mailto:privacy@sd42.ca). Click "Next" to proceed.

- If no previous school information was provided, please skip ahead to [step 25](#).

### Legal Notice

The information on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act (FIPPA) and pursuant to School District No. 42 (Maple Ridge – Pitt Meadows) Board Policy 5700 and Board Procedures 5700.1 and 5700.2. The information will be used by the School District for the purposes of delivering and administering educational programs and activities for students, accommodating student needs, communicating with parents and students, ensuring compliance with school rules and regulations, ensuring order and safety at school, evaluating student performance and complying with the School District's legal, regulatory and administrative requirements. If you have any questions or concerns about the collection, use or disclosure of the personal information collected please email [privacy@sd42.ca](mailto:privacy@sd42.ca).

I, as the parent or legal guardian of this student, agree to the above.

Parent/Guardian Name:

Date: **August 6, 2021**



(24) If a previous school was provided, please read and confirm that the Maple Ridge Pitt Meadows School District 42 can contact the previous school to request the student files be transferred over. Click “Next” to proceed.

### Permission for Release of Student Information

As the parent/guardian of **James Potter** whose birth date is **May 18, 2016**, I hereby give approval for my previous school, **Stoney Creek Elementary**, located at **2740 Beaverbrook Crescent** and contactable at **6042969031**, to provide or send any student information (PR Card, Portfolio, G-4 Folder, etc.) and/or any confidential files concerning my above-mentioned child to **Hammond Elementary and Highland Park Elementary of Maple Ridge Pitt Meadows School District 42**.

I, as the parent or legal guardian of this student, agree to the above.

Parent/Guardian Name

Date: **August 6, 2021**

The information on this form is collected under the authority of the *School Act*. Information is used for Ministry of Education reporting: demographic, enrolment, budget, facility, transportational and operational analyses. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*.

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(25) The application summary screen provides the registrant with a quick overview of information that is to be submitted. Please read over and confirm the details are accurate.

- a. Should any changes be required, please click on the desired right hand side link which will navigate you to the appropriate screen.
- b. Changes can then be made, and by clicking the yellow “Return to Summary” button, you can return to the summary screen.

Application Summary	
Application Timestamp	August 06, 2021 12:38:04 PM
Registering Student	James Potter
Registration Grade	Grade KF
First Choice	Hammond Elementary
Second Choice	Highland Park Elementary
School Catchment Information	Click to View
Legal Declaration	Harry Potter
Release of Information	Harry Potter

### Choose a Grade:

What grade will your student be in **when they begin** school for this registration period?

Select Grade:

[Previous](#) [Next](#) [Cancel](#) [Return to Summary](#)



(26) Once you have reviewed and confirmed the information is correct, scroll to the bottom of the summary screen and click the green “Submit” button to submit your application request.

General Information	
Previous School Information	Stoney Creek Elementary

[Previous](#) [Submit](#) [Cancel](#)

(27) Your request is now complete. A copy of your registration form can be downloaded using the green “View Enrolment Request Details” button, or you can return to the Registration dashboard using the blue button.

### Request Complete

You will receive a confirmation email with all your details shortly from [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca). Please add [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca) to your safe senders list to ensure our messages do not end up in your junk email folder. Should you wish to reach out with any questions or concerns, feel free to email us at [portalhelp@sd42.ca](mailto:portalhelp@sd42.ca).

[Return to Registration Dashboard](#) [View Enrolment Request Details](#)

Please be sure to add [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca) to your safe senders list to ensure our messages do not end up in your junk/spam email folder(s). Should you wish to reach out with any questions or concerns, please reach us at [portalhelp@sd42.ca](mailto:portalhelp@sd42.ca).

Welcome to the Maple Ridge Pitt Meadows School District!

