# Parent Enrolment Dashboard

As part of our ongoing efforts to improve the parent experience within our district, we have enhanced the online registration system in the School District Parent Portal. Parents are now able to register students for all grades, request transfers to other schools within the district and notify their current school of their intent to withdraw. All these features are accessible through the SD42 Parent Portal's Registration Dashboard. Through this guide, we will take a quick tour of the dashboard features and how to utilize the information presented on the screen.

(1) The main view can be accessed once logged in to your parent portal account, by clicking on the "Registration" tab of the navigation bar.
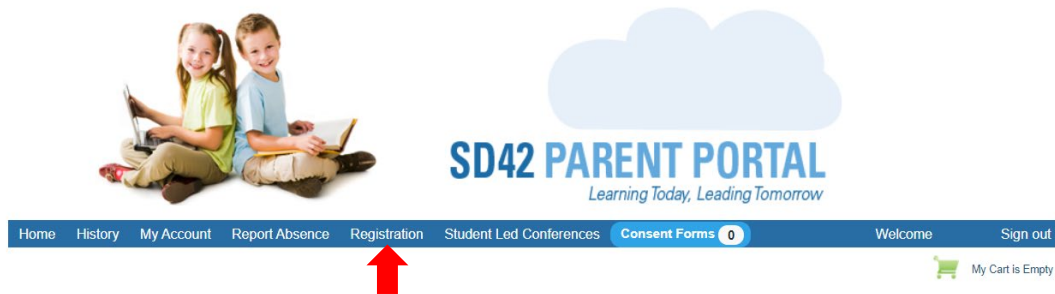
(2) The dashboard is a series of tabs, each representing a different piece of information regarding a students' registration.

    a. **Introduction** – The information presented here is in the form of questions and answers, please click on the heading most relevant to you. If this is the first time you are logging in to your parent portal account and are yet to link any students, this is where you will land at first. To begin a new enrolment request, click the "Begin New Enrolment Request" button, or navigate to the "New Requests" tab.

b. **New Requests** – This tab presents all available registration, transfer and withdrawal periods that you can register in, for the current and upcoming school years. The separate grids break apart school year periods to minimize confusion and increase clarity. Select the period you wish to register in, by clicking its name in the grid.

Registration Dashboard

| Introduction | New Requests | Current Requests | History | Upload Documents | Practice Form |

School Year description →

Current School Year 2021/2022

Registration Period	Opens	Closes
Kindergarten Open Registration 21/22 school year	Aug 18 2021 12:00 PM	May 30 2022 12:00 AM

Denotes when the period is open to registrations

Denotes the last day to register in the period

Upcoming School Year 2022/2023

Click the period name to register →

Registration Period	Opens	Closes
Elementary Student Registration (Grade Kindergarten - Grade 7)	Aug 19 2021 12:00 AM	Jun 01 2022 12:00 AM
Secondary Student Registration (Grades 8 -12)	Aug 19 2021 12:00 AM	Jun 01 2022 12:00 AM
School Transfers (Grade K - 12)	Aug 19 2021 12:00 AM	Jun 01 2022 12:00 AM
District Cyber School Enrolment	Aug 19 2021 12:00 AM	Jun 01 2022 12:00 AM
Enrolment Requests (New, Transfer, Withdraw)	Aug 19 2021 12:00 AM	Jun 01 2022 12:00 AM

c. **Current Requests** – This tab will display information based on the status of your current registration requests. If there are any incomplete registrations, a grid will display the registration with an expiration date and can be continued until the form expires. A second grid will display any registrations that are in-progress, along with a state symbol to explain where in the process the request lies (the description can be viewed by hovering over the icon).

Registration Dashboard

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The time when the request will be cancelled if not submitted by

Incomplete Registrations

Click here to continue an incomplete request

	Student Name	Registration Period	Expiration Time	
→	Marty McFly	Transfer Request for Students Grade...	Aug 09 2021 10:32 PM	🚫

A request can be cancelled

Download the request form

Registrations In-Progress

		Student Name	Registration Period	
#	📄	Tom Riddle	July Testing - No category	
🏫	📄	Hermione Granger	New to District Student Registration for Grade Kin...	🚫
#	📄	Qyeera Merali	Open Period allowing Enrolment, Transfer and Withd...	
✳	📄	Marty McFly	Transfer Request for Students Grade 8-12 (Secondar...	🚫

Hover over the status symbol for a description

Hover here for a description of the status icons

≡ View Legend

d. **History** – All completed and cancelled registration requests will be available to view in the history tab. The forms can be downloaded whenever you wish to view them.

Registration Dashboard

| Introduction | New Requests | Current Requests | **History** | Upload Documents | Practice Form |

Registration History

	Student Name	Registration Period
🚫	Archie Andrews	Enrolment Requests (New, Transfer, ...

Denotes the status of the request; either complete or cancelled

e. **Upload Documents** – If one or more of your registrations require supporting documentation to be uploaded, this tab will appear and be selected for you. Please select the student you wish to upload documentation for and proceed with the upload. For a step-by-step tutorial on uploading documentation, please check out our guide on 'How to Upload Supporting Documentation via the Parent Portal'.

Registration Dashboard

Introduction	New Requests	Current Requests	History	Upload Documents	Practice Form

Registration Documents

Select a Student:　　　　----- Please Select A Student -----　　⌄　　← Select the student from the dropdown

f. **Practice Form** – If you would like to practice the registration process prior to a period opening, click this tab and proceed to the practice registration form.

Registration Dashboard

Introduction	New Requests	Current Requests	History	Upload Documents	Practice Form

Would you like to practice your registration prior to your period opening?

Use the button below to open a demonstration form which will allow you to complete the process end-to-end

[Practice registration form]

Please be sure to add 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.

Welcome to the Maple Ridge Pitt Meadows School District!

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow