

Family Portal – Online Registration

Online registration allows families to register their child at a time which is convenient for them. Online registration can be completed at both elementary and secondary schools.

Note that the person submitting the registration must have created a user account before proceeding with the registration. To request an account, click on the following link : <https://cscdgr.myontarioedu.ca/>. Once you have successfully logged in, if preferred, you will be able to change the language in the user's preferences.

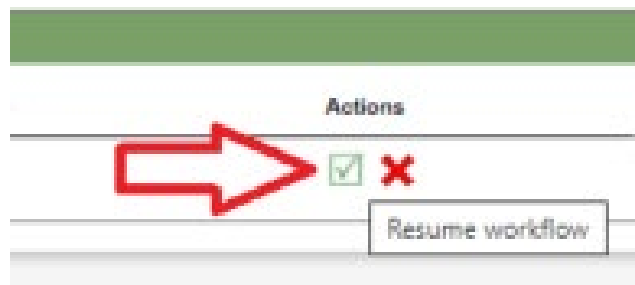
Logging in

Following the validation of your email, it will be possible to log in to the family portal using the following link: <https://cscdgr.myontarioedu.ca/> You must enter the username and password to log in.

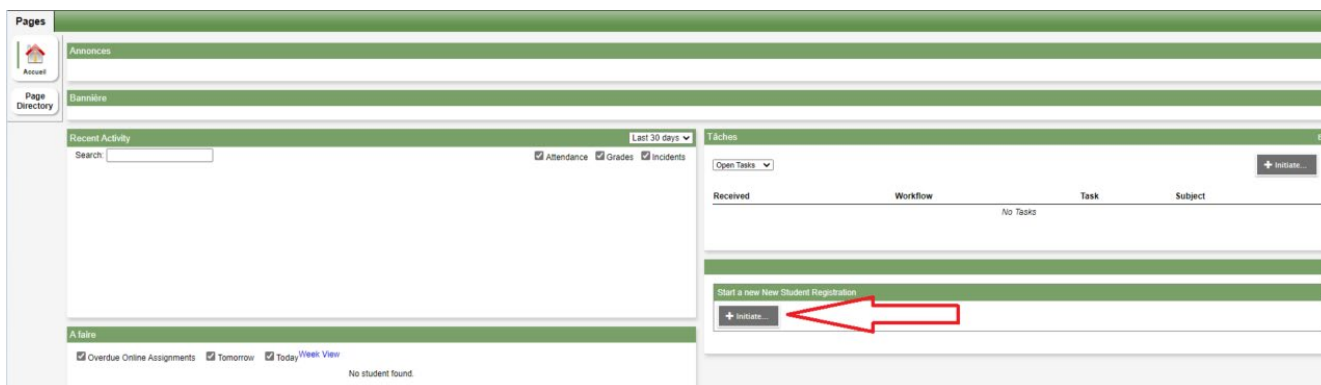


To register your child, follow the steps below.

-Note that at any time during registration, it is possible to save and close the registration. Subsequently, to continue or complete the registration simply click on the green check mark (resume the workflow) following a backup it will be found under the widget **Resume working on any New Student Registration that has already been started.**

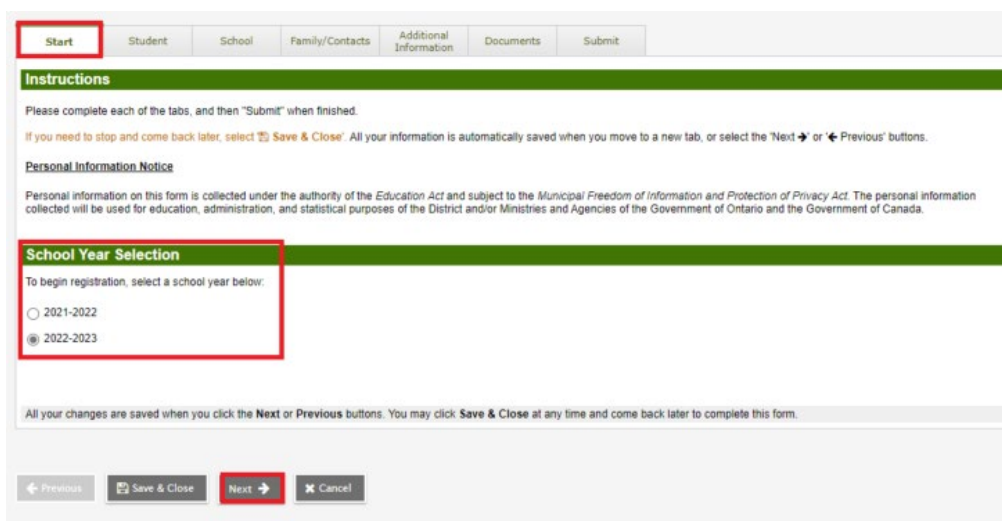


Step 1: To start a new Student Registration click on Initiate



Step 2: Select the school year (upper tab Start)

- Choose the applicable year for your child's registration.
- Click Next
- This entry starts the process of a registration and will automatically be saved in your tasks to be completed as long as it has yet to be submitted or nor has it been deleted.



Step 3: Student information (upper tab Student)

- Fill in the fields relevant to the student.
- Remember that fields with a red asterisk (*) are mandatory to proceed to the next steps of the registration.
- The student's **OEN** (Ontario Education Number) is not required, however it can be found on your child's report card. Note that new students in Ontario, as well as students starting in junior kindergarten, will be assigned an **OEN** following their enrolment in the Ontario education system.

The screenshot shows a web form with three main sections:

- Student Information:** Includes fields for Legal Name (First, Middle, Last, Suffix), Preferred Name (First, Middle, Last), Gender, and OEN. The OEN field is highlighted with a red box.
- Birth and Citizenship:** Includes fields for Place of Birth (Country, Province), Country of citizenship, and Status in Canada. A red arrow points to the 'Citoyen(ne) canadien(ne)' option with the text '= Canadian citizen'.
- Age and Grade Level:** Includes fields for Date of birth, Age as of Dec 31, Grade level, and Adjusted grade level.

- Telephone numbers and address must be entered.
- Click Next.

The screenshot shows two sections of a form. The first section, 'Phone Information', has a header bar and a sub-header 'Enter phone information below'. It contains a table with columns: Priority, Phone Type, Phone Number, Publicly Listed, and Comment. A row is filled with values: 1, Cellulaire, 000-000-0000, N, and an empty comment field. Below the table are 'Add' and 'Delete' buttons. The second section, 'Address Information', has a header bar and a sub-header 'The physical address of the student must be entered. Mailing and other addresses may also be added.' It contains a table with columns: Priority, Address Type, Address Line 1, Address Line 2, and Address Line 3. A row is filled with values: 1, Physique, 111 Elf Avenue, an empty field, and North Pole ON H0H 0H0. Below the table are 'Add' and 'Delete' buttons. At the bottom of the form, there is a note: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time and come back later to complete this form.' and a row of navigation buttons: Previous, Save & Close, Next (highlighted with a red box), and Cancel.

Step 4: Select the school (upper tab School)

- Choose the desired school from the selection menu. Note that the schools displayed are based on the student's school grade.
- Click Next (at the bottom of the page)

The screenshot shows a navigation bar with tabs: Start, Student, School (highlighted with a red box), Family/Contacts, Additional Information, Documents, and Submit. Below the navigation bar is a section titled 'School Selection' with a green header bar. The content area contains the text: 'Instructions to parents for selecting a school (can include rich text, images, links, etc. -> change this text by searching for key: 'olrForm.schoolSelectionInstructionsToParents')'. At the bottom of the section, there is a red 'Required' label followed by the text: 'Select the school appropriate for your address'.

Step 5: Contact information (upper tab Family/Contacts)

- By default, the parent or guardian who completes the registration is automatically identified as the student's first emergency contact.

- Complete the entry of the relevant information to the parent/guardian contact by clicking on the hyperlink (in blue) of the Contact's First Name.
- Please note that sections with asterisks are mandatory.
- Fill out the contact questions section.
- Do not forget to add the other relevant contacts to the student by clicking the **Add** button and entering the details.
- The Siblings section is for the addition of related students. The students identified must be registered within the same board. Click add in this section to add the student's siblings.
- Click Next.

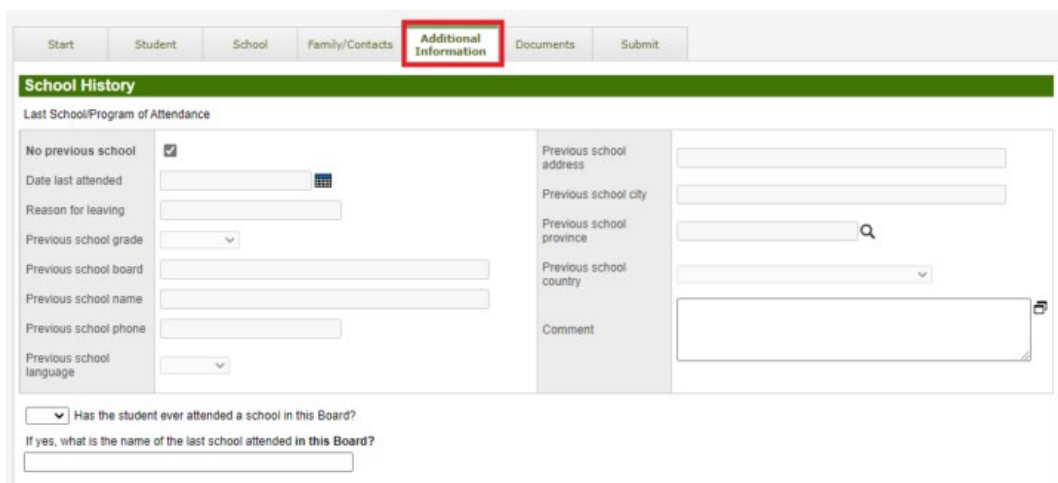
The screenshot shows a web form for adding a contact. The 'Family/Contacts' tab is selected. The 'Parent/Guardian/Other Contact' section includes fields for First name, Last name, Gender (Féminin), Relationship (Mère), and Allow portal access? (Yes). The 'Contact Order/Priority' section has fields for emergency and school closure priorities. The 'Email Address' section has fields for primary and alternate emails. The 'Phone Information' section has a table with columns for Priority #, Type (Cellulaire), Number, and Is publicly listed?. The 'Contact Questions' section has a list of questions with Yes/No radio buttons.

First Name	Last Name	#	Relationship
[Redacted]	[Redacted]	1	[Redacted]

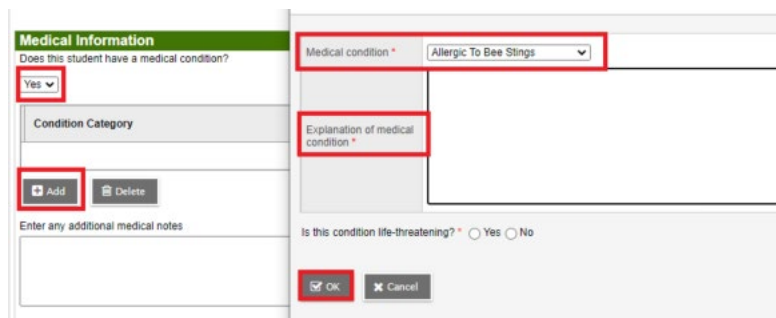
Priority #	Type	Number	Is publicly listed?
Phone 1	Cellulaire	000-000-0000	<input type="checkbox"/>
Phone 2			<input type="checkbox"/>
Phone 3			<input type="checkbox"/>
Phone 4			<input type="checkbox"/>
Phone 5			<input type="checkbox"/>
Phone 6			<input type="checkbox"/>

Step 6: Additional Information (upper tab Additional Information)

- From this tab, you must enter the details of the student's former school, if applicable. If the student is a new student in the school system, simply check No previous school. If the student was attending a school outside of Ontario, identify the province and school details.



- The student's medical information, if applicable, is also entered here.



- If your child benefits from an Individual Education Plan (IEP), please specify certain details on this screen. A member of the Special Education team will contact you for more details.

Special Education Support

Has the student previously received Special Education Support?

Type of Program (if known)

- In addition, the details of the students first language must be entered from this screen (these are mandatory fields).

Language Information

What was the student's first language spoken (native language)?

*

What are the primary languages used in the home regardless of the language spoken by the student?

*

What additional languages are spoken by the student?

- The last element of this tab is related to school transportation. Enter the details. If the student's pick up and drop off address are the same as the residential address simply indicate yes. In the event that the student requires a different pick up or drop off, enter the details in the applicable box.

Transportation

Transportation may be provided to and/or from home/sitter/joint custody locations, if the arrangement is permanent (5 days per week) and this location can be safely scheduled into the regular routes and is within the student's home school attendance boundary.

Transportation requested

Morning Pick Up address

Is the morning pick-up address the same as the student's physical address?

Enter the morning pick-up address

Afternoon Drop Off address

Is the afternoon drop-off address the same as the student's physical address?

Enter the afternoon drop-off address

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time and come back later to complete this form.

Step 7: Required Documents (upper tab Documents)

- Certain documents are required from the school boards to complete the registration.
- Submit the required documents using the add button. Please note that the registration form is automatically generated following the submission of the registration.

Documentation

Required Documentation for New Students to this Board:

- Student Registration Form
- Proof of address (phone bill, utility bill) or proof of tenancy/ownership (Ontario Property Assessment Notice or lease agreement)
- Proof of Student's Age (birth certificate, baptismal certificate, registration of birth card or passport)
- Student's immunization records
- Proof of custody where applicable (custody orders, court ordered Guardianship)
- Immigration documents where applicable
- School documents recent report card or school leaving certificate (elementary and secondary only)
- Transcript (for secondary school students)

Nom	Type	NomFichier	Document
No matching records			

Upload Delete

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time and come back later to complete this form.

Previous Save & Close Next Cancel

Step 8: Registration Submission (upper tab Submit)

- From this tab, simply click submit and a thank you message for completing the registration appears.
- Additional information can also be entered as needed.
- Please note that following the submission, it is *impossible to modify* the form, please contact the school if it requires changes.

Start Student School Family/Contacts Additional Information Documents **Submit**

Done!
Congratulations! You have reached the end of the Registration form.

Enter any final notes or comments for the registrar (optional)

Before submitting, please review the information you have entered by clicking on each tab.
Note: Once you click the **Submit** button you will not be able to edit this form.

← Previous Save & Close Next → **Soumettre / Submit** Cancel

- It is possible to print a copy of the registration on this page, however this is not mandatory. You do not need to provide the school with a copy of the registration.

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

Print Fermer / Close

- The school will proceed to the verification and acceptance of the registration. For the moment the name of the student appears in the registration section already started and will be at the **Awaiting review** stage until the registration is completed by a school administrator.
- Following the acceptance of the registration, the status of the application will change from the **Awaiting review** step to the **Accepted** step and a registration acceptance email will be sent to you.