

## Important Kindergarten Registration Information

When entering a kindergarten registration the following information **must** be entered into MyEdBC:

1. **All \*Required fields** including Legal Last, First, and Middle Names, Gender, DOB etc.
2. **Contact Records** added for the student's **Parent(s)/Guardian(s)** with the following information:
  - a. **Type** set to **“Regular Contact”**
  - b. **Parent Auth or Guardian? Checkbox must be checked**
  - c. **Email Addresses** must be entered correctly in the Primary email for each Parent/Guardian
  - d. **The catchment school name** must be entered in the **Next School > Name** field **on the Demographics** page

**If the student is currently Active at a StrongStart Centre**, contact the StrongStart Centre to request they enter your school into the 'NextSchool>Name' field. If changes are required to update the record (i.e. add parent email address), the StrongStart Centre will need to make the change as they own the record.

If time is short, the remainder of the registration information (demographics, emergency contacts, programs, etc.) can be entered later.

**Catchment schools** must enter Kindergarten registrations into MyEdBC **before families can apply to the Programs of Choice Lottery**, which opens January 27, 2020. Once a registration is entered in MyEdBC, it can take up to 72 hours to be available in the online Lottery System. **The online Lottery System validates eligible applicants based on the data above which it pulls from MyEdBC.**

**Please note - if any of the information outlined above is missing, or changes made, it will result in an additional 48 hours before the record is available to the Programs of Choice Lottery System.**

### Lottery Results

When the lottery is complete, schools will be notified of the results. Once results are received,

**Catchment Schools must immediately:**

1. **Enter the name of the Choice School in the 'NextSchool>Name' field of the student's demographic screen.** If the student record is currently active at a StrongStart Centre, the StrongStart Centre will need to enter the new Choice School in the 'Next School>Name' field.
2. **Forward the student's registration package** including all supporting documentation in the courier bag to the Choice School. **Parents DO NOT need to re-register at the Choice School.**

If you have questions please contact:

MyEdBC Inquiries: | Email: [esis-office@surreyschools.ca](mailto:esis-office@surreyschools.ca)

Lottery Inquiries: | Education Services: Priority Practices | AnnMarie Varley 604-595-6437

[varley\\_a@surreyschools.ca](mailto:varley_a@surreyschools.ca) | Bonnie Mackwood 604-595-6055 [mackwood\\_b@surreyschools.ca](mailto:mackwood_b@surreyschools.ca)

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