How to register a new student using Aspen Online Registration Process

New students to LDSB: In accordance with Board policy, by default, students are enrolled in the school designated within their boundary area, based on their home address. Proof of address must be provided to finalize the registration application. To find the name and location of your local school, enter the student's home address into the [Locate A School tool](#), or call our Planning Office at 613-544-6925 ext. 305 or 1-800-267-0935 ext. 305.

What do I need to complete a new student registration application in Aspen?

You will be asked to share:

- Birth and citizenship information for the student;
- The address of your current residence (street address/legal land location);
- Parent/Guardian contact Information (address, phone numbers, email address);
- Emergency contact information (phone number and consent);
- Relevant health information for your student; and
- Previous school history (school name, city, country), if applicable.
- Freedom of information and consent for the student;

If the registration is for a student new to Limestone District School Board, parent(s)/guardian(s) must submit electronic documentation for verification or show proof of documentation in-person at the school at which you are registering.

Required documents for new students to upload or show in-person at school:

- ☐ Proof of your student's age (birth certificate or passport);
- ☐ For non-Canadian citizens: citizenship or Immigration information (only one of the documents listed is required);

  - Canadian Citizenship Card
  - Exchange Agreement
  - Immigration Papers
  - Immigration Refugees and Citizenship Documentation
  - Minister's Permit to come to/remain in Canada
  - Parent Study Permit
  - Parent Work Permit
  - Permanent Residency Papers
  - Record of Landing
  - Stage 1 Permanent Residence Approval Letter
  - Student Visa
  - Visitor Record

- ☐ Proof of address (utility bill, proof of tenancy/ownership, MPAC Assessment Notice, Property Tax Bill);
- ☐ [Proof of immunization](#) (visit KFL&A Public Health to report your student's immunization record);
- ☐ Custodial or court documents, if applicable;

☐   Health or medical alert information, if applicable;

Required documents for students who have previously attended school before:
☐   Most recent report card
☐   Most recent transcript (secondary students only)

For Students with Medical Needs

Please complete and return the relevant documents for students with medical needs and bring to your student's school the last week of August for new registrations, or prior to starting at the school:

☐   Plan of Care - Anaphylaxis
☐   Plan of Care - Asthma
☐   Plan of Care - Diabetes
☐   Plan of Care - Epilepsy
☐   Authorization and Request for Administration of Prescribed Medication/Medical Procedures - Form 314-A1
☐   Authorization and Request Form for the Administration of Prescribed Medication - Form 314-A2
☐   Authorization and Request Form for the Administration of an Epi-pen – Form 314-A3

Before you begin:

Review your school eligibility based on the student's address and program you are interested in. Please visit https://triboard.mybusplanner.ca/Eligibility.aspx to check your school eligibility.

1. Enter the student's address.
2. Select **Limestone District School Board** in the Board drop down menu.
3. Select the Grade of the student and if applicable choose French Immersion under Program. Please note: Leave the program blank for any other program, including the standard English program.

Frequently Asked Questions

What if I cannot complete the form at this time?
Once you've signed in and completed the 'Add a student' step, you can save and leave the registration form at any time. When you return, you can resume from the point where you left off.

What happens when I'm done?
Your completed registration form will be sent to the school for processing. The school will be in touch to confirm your registration or address any questions.

What else do I need to do?
If your student requires busing, please visit http://www.triboard.ca

What if I have questions related to the school I plan to attend?
If you have questions regarding the process (non-technical), please contact the school where you are applying for clarification.
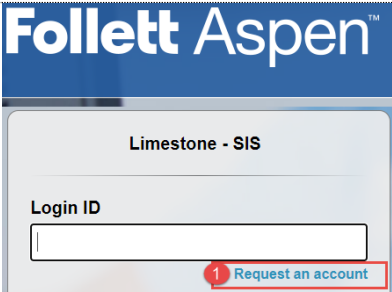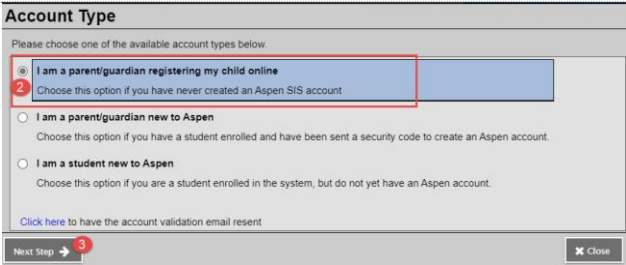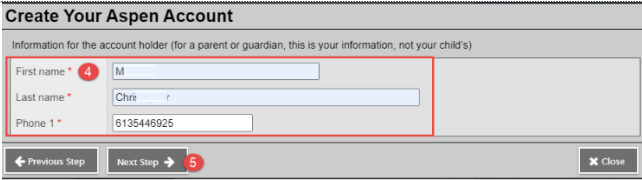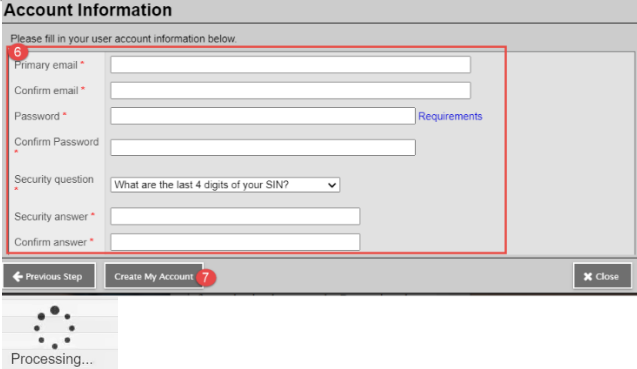
What if I forget my Aspen password?
1. Go to https://ldsb.myontarioedu.ca
2. At the login screen, enter your email address
3. Click: I forgot my password

What if I need technical help to complete the online registrations process?
For technical support, please contact the ITS Virtual Support Centre at: 613.417.3559 or email LearningAtHome@limestone.on.ca and provide an image of your screen where you are having difficulty.

Steps for completing the Aspen Online Registration Form

Launch Aspen 1. Open https://ldsb.myontarioedu.ca in a web browser. Please note, mobile devices such a smartphones and tablets are not supported by this application at this time. Please use a desktop computer, laptop, or Chromebook. Select **Request an account**.	**Follett Aspen**™ Limestone - SIS **Login ID** 1 Request an account
Choose your Account Type 2. Select **I am a parent/guardian registering my student online.** 3. Select **Next Step**.	**Account Type** Please choose one of the available account types below. 2 ⊙ I am a parent/guardian registering my child online Choose this option if you have never created an Aspen SIS account ○ I am a parent/guardian new to Aspen Choose this option if you have a student enrolled and have been sent a security code to create an Aspen account. ○ I am a student new to Aspen Choose this option if you are a student enrolled in the system, but do not yet have an Aspen account. Click here to have the account validation email resent Next Step → 3 ✕ Close
Create Your Aspen Account 4. Fill in the requested fields **this is your information, not your student's.** 5. Select **Next Step**.	**Create Your Aspen Account** Information for the account holder (for a parent or guardian, this is your information, not your child's) First name * 4 M Last name * Chri___r Phone 1 * 6135446925 ← Previous Step Next Step → 5 ✕ Close
6. Fill in your user account information including your **email address** and **password**. This will be the **email address** and **password** to use when you "Start a New Student Registration" in step 2 below. 7. Select **Create My Account**. You will notice it is **Processing…** your request. An email will be sent to the email address you entered in step 6.	**Account Information** Please fill in your user account information below. 6 Primary email * Confirm email * Password * Requirements Confirm Password * Security question * What are the last 4 digits of your SIN? ▾ Security answer * Confirm answer * ← Previous Step Create My Account 7 ✕ Close Processing…

Confirmation 8. Select **Close** and proceed to your email account.	**Confirmation** ✔ Account request processed! **Next step** A verification email will be sent to the 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. ⑧ ✖ Close
Verification Email An email will be sent to the email address you entered in step 6. If you do not see an email, please check the spam, junk, and trash folders. 9. Open the email and verify your account by clicking on the **click here** link that is in the email.	Welcome! Please verify your Aspen email address ➤ Inbox × noreply@pd.myontarioedu.ca <noreply@pd.myontarioedu.ca> to Christopherm0302 ▾ Hi Maria Christopher, Thank you for requesting an Aspen account. ⑨ Your request was submitted using this email address. Please click here to verify your email address and activate your account. If you didn't request an Aspen account, please click here to cancel the request. Thank you, Aspen System Administrator
Email Validation 10. After selecting the **click here** link in your email, you will be redirected to the Aspen website and a confirmation that your **verification completed successfully**. Select **Close**. You will now be able to log into [Aspen](#) and begin the student registration process.	Aspen: Log On ✕ + ← → C 🔒 ldsb.myontarioedu.ca/aspen/logon.do?confirmation=VSp **Follett** Aspen™ **Email Validation** ✔ Verification completed successfully! Your account is now active. ⑩ ✖ Close
Start a New Student Registration 1. If you are not at the Aspen website navigate to https://ldsb.myontarioedu.ca 2. Login using the **email address** and **password** you entered in step 6 above. 3. Select **Log On**.	https://ldsb.myontarioedu.ca/ ① **Follett** Aspen™ Limestone - SIS **Login ID** ② Request an account **Password** Trouble logging in? I forgot my password ➜ Log On ③
4. Once logged in, navigate to the **Workflow,** and select **Initiate**.	**Limestone District School Board 2021-2022** *Christopher, Maria* **Pages** 🏠 Home Announcements Page Directory Workflow Start a new New Student Registration ➕ Initiate... ④

Complete Registration

The registration window will open and the Start tab will be the first screen you see.

5. Select a **school year**.

6. Select Next.

| Start | Student | School | Family/Contacts |

Instructions

Please complete each of the tabs, and then "Submit" when finished.

If you need to stop and come back later, select 💾 **Save & Close**. All y

Personal Information Notice

Personal information on this form is collected under the authority of the collected will be used for education, administration, and statistical purp

School Year Selection

To begin registration, select a school year below:

◉ 2021-2022 **5**

All your changes are saved when you click the **Next** or **Previous** butto

| ← Previous | 💾 Save & Close | Next → **6** | ✖ Cancel |

Please complete each of the tabs Student, School, Family/Contacts, Additional Information, and Documents and then "Submit" when finished. All your information is automatically saved when you move to a new tab or select the 'Next ' or 'Previous' buttons.

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

If you need to stop and come back later, select '**Save & Close**'. You can access the Online Registration Form as often as needed at https://ldsb.myontarioedu.ca.

Login using the **email address** and **password** you used to create your Aspen account in step 6 above.

Resume Registration (if needed)

1. Once logged in, navigate to the **Workflow,** and click on the **green checkmark** in the **Resume working on any New Student Registration**.

Actions

1 ☑ ✖