

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;
- Previous school history (school name, city, country), if applicable, and
- 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:

- ☐ 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.

The screenshot shows a web form titled "Which School do I Attend?". It contains several input fields: "Street Number", "Street Name", and "Municipality" (a dropdown menu). Below these are "Board" (a dropdown menu showing "Limestone District School Board"), "Grade" (a dropdown menu showing "JK"), and "Program" (a dropdown menu). A blue "Submit" button is at the bottom left. Three red callout boxes with numbers 1, 2, and 3 point to the "Municipality" dropdown, the "Board" dropdown, and the "Program" dropdown respectively.

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.

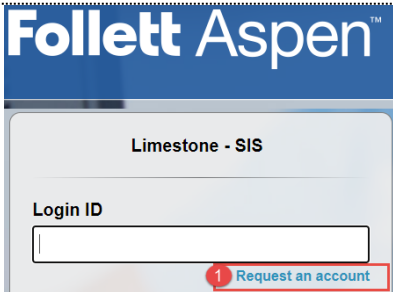
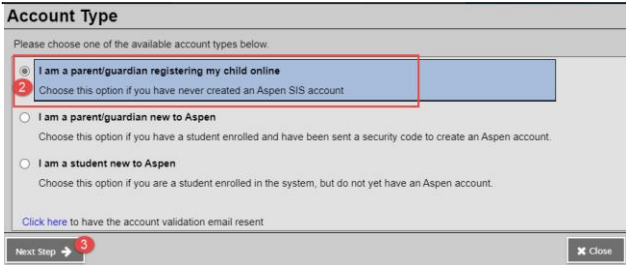
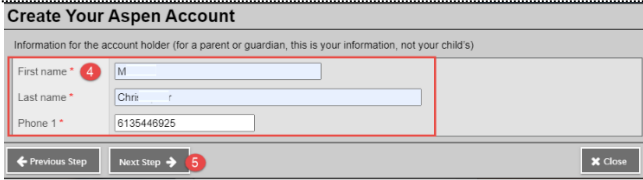
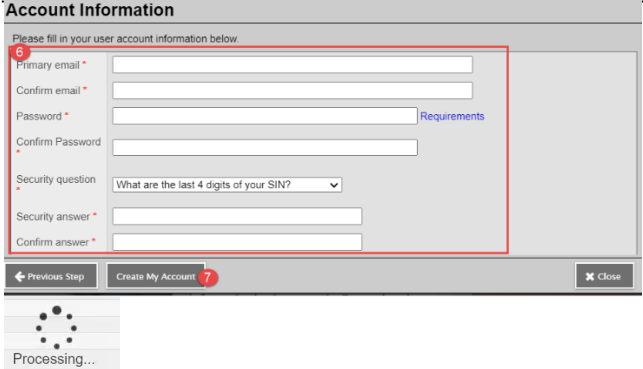
What if I forget my Aspen password?


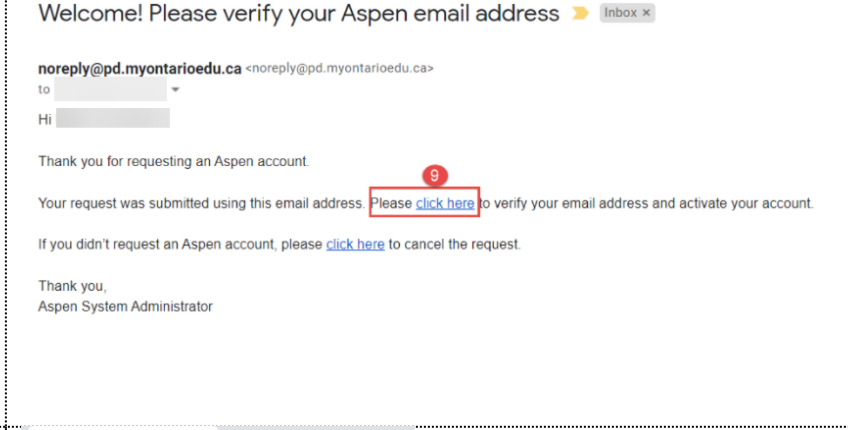
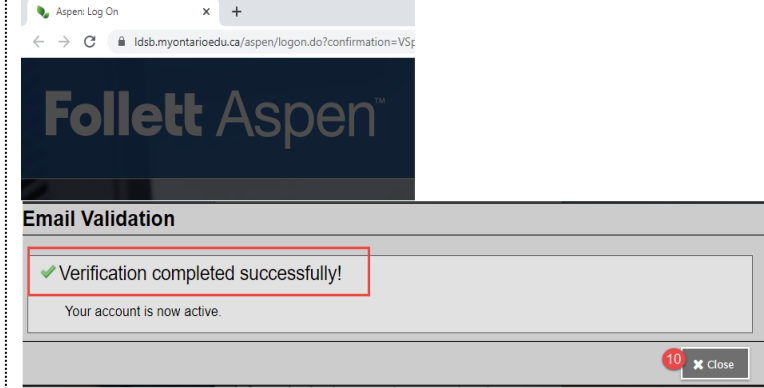
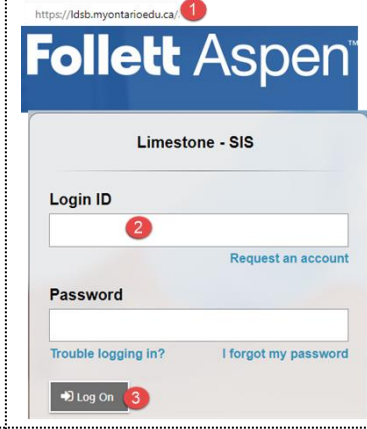
1. Go to <https://ldsb.myontarioedu.ca>
2. At the login screen, enter your email address
3. Click: I forgot my password

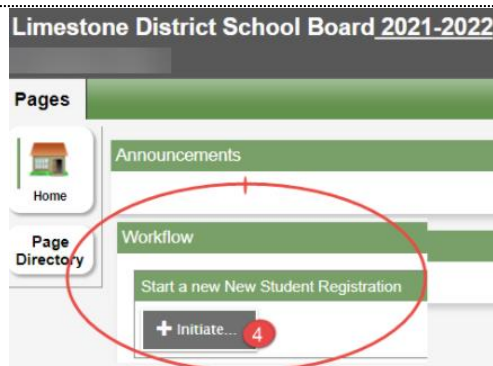
What if I need technical help to complete the online registrations process or I have forgotten my Aspen Login ID?

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

<p>Launch Aspen</p> <ol style="list-style-type: none">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. <p>Select Request an account.</p>	
<p>Choose your Account Type</p> <ol style="list-style-type: none">2. Select I am a parent/guardian registering my child online.3. Select Next Step.	
<p>Create Your Aspen Account</p> <ol style="list-style-type: none">4. Fill in the requested fields this is your information, not your student's.5. Select Next Step.	
<ol style="list-style-type: none">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	

<p>will be sent to the email address you entered in step 6.</p>	
<p>Confirmation</p> <p>8. Select Close and proceed to your email account.</p>	 <p>A confirmation dialog box with a green checkmark icon. The text reads: "Account request processed!". Below this, under the heading "Next step", it says: "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." A note at the bottom says: "Note: Be sure to check your spam folder if you don't see the email right away." At the bottom right is a red button with a white 'X' and the word "Close". A red circle with the number '8' is next to the button.</p>
<p>Verification Email</p> <p>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.</p> <p>9. Open the email and verify your account by clicking on the click here link that is in the email.</p>	 <p>A screenshot of an email from noreply@pd.myontarioedu.ca. The subject is "Welcome! Please verify your Aspen email address". The email body says: "Thank you for requesting an Aspen account. Your request was submitted using this email address. Please click here to verify your email address and activate your account." The "click here" link is highlighted with a red box and a red circle with the number '9'. Below this, it says: "If you didn't request an Aspen account, please click here to cancel the request." The email is signed "Thank you, Aspen System Administrator".</p>
<p>Email Validation</p> <p>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.</p> <p>You will now be able to log into Aspen and begin the student registration process.</p>	 <p>A screenshot of a web browser showing the "Follett Aspen" logo and a confirmation message: "Email Validation" with a green checkmark icon and the text "Verification completed successfully! Your account is now active." A red box highlights the confirmation message, and a red circle with the number '10' is next to a "Close" button at the bottom right.</p>
<p>Start a New Student Registration</p> <p>1. If you are not at the Aspen website navigate to https://ldsb.myontarioedu.ca</p> <p>2. Login using the email address and password you entered in step 6 above.</p> <p>3. Select Log On.</p>	 <p>A screenshot of the "Follett Aspen" login page. The URL bar shows "https://ldsb.myontarioedu.ca/". The page has a blue header with the "Follett Aspen" logo. Below the logo, it says "Limestone - SIS". There are two input fields: "Login ID" and "Password". The "Login ID" field is highlighted with a red box and a red circle with the number '2'. Below the "Login ID" field is a link that says "Request an account". Below the "Password" field are two links: "Trouble logging in?" and "I forgot my password". At the bottom is a "Log On" button, which is highlighted with a red box and a red circle with the number '3'.</p>
<p>4. Once logged in, navigate to the Workflow, and select Initiate.</p>	



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**.

A screenshot of the registration form. At the top, there's a tab bar with 'Start', 'Student', 'School', 'Family/Contacts', 'Additional Information', 'Documents', and 'Submit'. The 'Start' tab is selected and highlighted with a red box. Below the tabs is a green header labeled 'Instructions'. The text below the header says: 'Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close". All your information is automatically saved when you move to a new tab.' Below this is a section titled 'Personal Information Notice' with text about data collection. Then, there's a section titled 'School Year Selection' with the text 'To begin registration, select a school year below:'. There are two radio buttons: '2021-2022' and '2022-2023'. The '2022-2023' button is selected and highlighted with a red circle containing the number '5'. At the bottom of the form, there's a row of buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box, and a red circle with the number '6' is placed above it. A note at the bottom of the form says: '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.'

You should be moved to the next tab "Student". This tab will gather all the information on the student enrolling. The red asterisk beside a field means that it is required.

7. Fill out Student Information section. Typing in the name will autofill the preferred name, however it can be changed. If the student does not have an OEN (Ontario Education Number) number, you can leave it blank.

8. Fill out the Birth and Citizenship section.

9. Fill out the Age, Grade and Program section. The grade field will automatically fill when you fill in the date of birth.

10. If the student has a personal phone (not the parent/guardian or home phone) you can add it under the Student Phone Information section.

10.a) Select Add.

10.b) A popup should appear (you may need to enable popups if it does not). Fill out the student phone number and select OK at the bottom.

11. Fill out the Student Address Information section, this is mandatory.

11.a) Select Add at the bottom.

11.b) A popup should appear. Fill out the address information and select OK at the bottom.

12. Select Next.

The screenshot displays the Aspen Online Registration Process interface. The top navigation bar includes tabs: Start, **Student** (highlighted with a red box), School, Family/Contacts, Additional Information, Documents, and Submit.

Student Information (Step 7): This section contains fields for Legal Name (First, Middle, Last, Suffix), Preferred Name (First, Middle, Last), Gender, Gender specify, and OEN. A red circle highlights the "Student Information" header.

Birth and Citizenship (Step 8): This section includes fields for Place of birth (Country, Province), Country of citizenship, Country of last residence, and dates of arrival in Ontario and Canada. A red circle highlights the "Birth and Citizenship" header.

Age, Grade and Program (Step 9): This section includes fields for Date of birth, Age as of Dec 31, Grade level, Adjusted grade level, and Program. A red circle highlights the "Age, Grade and Program" header.

Student Phone Information (Step 10): This section includes a table for adding phone numbers. A red circle highlights the "Add" button. Below the table, a popup form is shown with fields for Priority, Phone type, Phone number, Publicly listed, and Comment. A red circle highlights the "Add" button in the popup.

Student Address Information (Mandatory) (Step 11): This section includes a table for adding addresses. A red circle highlights the "Add" button. Below the table, a popup form is shown with fields for Priority, Address type, and a form to complete the address (Street number, Street letter, Street name, Street type, Street type precedes name, Street direction, Unit type, Unit number, City, Province, Postal code, Township, Country). A red circle highlights the "Add" button in the popup.

At the bottom of the page, there are buttons for Previous, Save & Close, **Next** (highlighted with a red box), and Cancel. A red circle highlights the "Next" button.

You should be moved to the next tab "School."
This tab is where you will choose the school for the student.

13. Select the school at the appropriate location to the student address and program.

14. Select Next.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit
<input type="radio"/>	The Prince Charles School	75 Graham Street W	Napanee	(613) 354-2121	JK	08
<input checked="" type="radio"/>	Truedell Public School	641 Truedell Road	Kingston	(613) 389-2560	JK	08
<input type="radio"/>	W J Holsgrove Public School	1414 Sproule Street	Westbrook	(613) 389-0129	JK	08
<input type="radio"/>	Welborne Avenue Public School	190 Welborne Avenue	Kingston	(613) 389-0188	JK	08

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

You should be moved to the next tab Family/Contacts. This tab is where you will add contacts and siblings for the student.

15. To continue from this step, you **need** to add a relationship with the student by selecting the current username under Parent/Guardian/Other contact. You can add a new contact for the student.

16. A popup should appear. Fill out as much as you can for the details. The mandatory fields need to be filled to continue (First name, Last name, Relationship, Contact priority numbers, Primary email, CASL, Phone number, and everything in Contact Questions).

17. Select OK.

18. You have the option to add a sibling to the student. The sibling must **already** be enrolled and accepted in the school board. To add a sibling, select Add.

19. A popup should appear. Fill out the sibling information then select OK.

20. Back in the Family/Contacts tab, select Next.

Parent/Guardian/Other Contact

Click on your name to complete your own record then select Add to add any additional contacts for the student.

- If parents are separated or divorced, you must provide custody/access arrangements to the school
- If a parent is not to have access, list this person and do not select the option that they are to have access. This would be stated in the custody/access agreement.
- If the student is under the care of Family and Children Services, the caseworker should be added as having Custody and the Foster Parent should be listed as being the Guardian and not having Custody.

First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
		1		161-311-1111	Home			

Add Delete

Optional

Complete this form for at least one parent/guardian

First name *
Last name *
Gender
Relationship *
Allow portal access? Yes No
Place of employment

Contact Order/Priority

Contact priority in case of an emergency 1
Contact priority in case of school closure 1

Email Address

For custodial parents/guardians, a primary email is required.

Email CASL
Primary email Subscribe
Alternate email

Canada's Anti-Spam Legislation (CASL) prevents the sending of any commercial electronic messages without your express consent. Your consent is required if you wish to receive electronic messages regarding activities such as fund raising events, yearbook sales, sale of student photos, information about purchasing team uniforms, school newsletters that contain commercial information, etc. You may unsubscribe at any time.

Student Phone Information

Priority #	Type	Number	Is publicly listed?
Phone 1 *	Home	613-111-1111	<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"/>

Phone numbers will be formatted according to the pattern: '918-123-4567' or with an extension '918-123-4567 x123'

Contact Questions (Mandatory)

Does this contact live with this student? Yes No
Is this contact a guardian for this student? Yes No
Does this contact have custody of this student? Yes No
Should this contact receive email for this student? Yes No
Should this contact receive mail from the school for this student? Yes No
Does this contact have access to this student? Yes No
Does this contact have access to this student's school records? Yes No
Does this contact speak the school's language? Yes No

Physical Address

Is the physical address the same as the student? Yes No

Mailing Address

Mailing address same as the physical address? Yes No

OK Cancel

You should be moved to the next tab Additional Information. This tab is for additional information for the student.

21. Fill out the School History section. If there is no school history, check the box "No previous school."
22. If the student's previous school was in the board, please fill out the bottom fields. This is required, so you need to select either yes or no.
23. Fill out the Medical Information section.
24. To add an allergy, select Add.
25. A popup should appear. Fill out the allergy information.
26. Select OK.
27. Fill out the Special Education Support section. If the student had previously received special education, fill out the text box with the type of program.
28. Fill out the Language Information section.
29. Fill out the Freedom of Information and Consent Form section. Every field is mandatory for either yes or no.
30. Fill out the Transportation section. If the student requires busing, select Yes to navigate to the "Online Transportation

Siblings

Siblings ALREADY attending a school in this board

First Name	Last Name	Sibling Grade	School Name
No matching records			

Add

Delete

Please only enter siblings currently attending a school in this board.

First name *

Last name *

Sibling grade *

School name *

Please enter school name and, if found, select from the list below.

OK

Cancel

Previous

Save & Close

Next

Cancel

Start

Student

School

Family/Contacts

Additional Information

Documents

Submit

School History

Last School/Program of Attendance

If the last school/program of attendance was within Ontario, only the 'Previous school board' and 'Previous school name' are required.

No previous school

Date last attended

Reason for leaving

Previous school grade

Previous school board

Previous school name

Previous school phone

Previous school language

Previous school address

Previous school city

Previous school province

Previous school country

Comment

Has the student ever attended a school in this Board?

If yes, what is the name of the last school attended in this Board?

Medical Information

Does the student have any medically diagnosed or potentially life-threatening circumstances such as anaphylactic reactions, asthma, diabetes or seizures?

Yes

To add more than one medical, health, or medication administration, please use the 'Add' button. You can add an allergy by selecting 'General Allergy' under category. Other medical or health conditions not on the main list can be found listed under 'General Condition' under category.

Condition Category	Medical Condition	Life Threatening
<input type="checkbox"/> Allergy	Allergic To Bug Bites	Yes

Add

Delete

Enter any additional medical notes

Category *

Medical condition *

Explanation of medical condition *

Is this condition life-threatening? *

Yes

No

OK

Cancel

Special Education Support

Has the student previously received Special Education Support?

Type of Program (if known)

Application” and the “Additional Transportation Application Forms.”

31. Select Next.

The screenshot shows the 'Language Information' section with three dropdown menus for language selection. Below it is the 'Freedom of Information and Consent Form for Students' section with a consent checkbox. The 'Transportation' section follows, with a link to 'Online Transportation Application' and a checkbox for requesting busing. At the bottom, navigation buttons include 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box and a red circle containing the number 31.

You should be moved to the Documents tab. This is where you will upload all the required documents for the student. A list will be available.

32. Upload all required documents.

33. Select Next.

The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the tab is a table with columns for Name, Type, Filename, and Document. The table is currently empty, showing 'No matching records'. Below the table are 'Upload' and 'Delete' buttons. At the bottom, navigation buttons include 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box and a red circle containing the number 33.

You should be moved to the Submit tab.

34. Enter final notes or comments if needed.

35. Select Submit.

The screenshot shows the 'Submit' tab selected in the top navigation bar. Below the tab is a 'Done!' section with a thank you message and a certification statement. Below this is a text area for 'Enter any final notes or comments for the registrar (optional)'. At the bottom, navigation buttons include 'Previous', 'Save & Close', 'Next', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box and a red circle containing the number 35.

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**.

