

How to Register a New Student Using ASPEN Online Registration Process

Register a Student Using Aspen Online Registration

New students to LDSB:

In accordance with Board policy, when submitting an online registration application to the school designated within the boundary area of a student based on their home address, the registration will be accepted.

Students may be permitted to attend any school within the board when there is available student space, upon submission and approval of the proper application. The Board will not be held responsible for the provision of any transportation for students outside of their regular school boundary area. This applies to both students within Limestone's geographic boundaries (out of boundary), and students who live outside of those boundaries (out of district).

Please note only one application per student can be processed, please do not submit more than one application for multiple school locations. If multiple applications are submitted, families will be contacted to select which school application they would like processed, and all other applications will be removed from the system.

Proof of address must be provided to finalize the registration application.

Have questions or need assistance?

Do you not know where your home school is located? Still have questions concerning registration?

- Use this link for inquiries about [elementary student registration](#) (Kindergarten and elementary)
- Use this link for inquiries about [secondary student registration](#)

Need technical help to complete the online registrations process or have forgotten your Aspen Login ID?

For technical support, please contact the ITS Virtual Support Centre at: 613.417.3559 or e-mail servicedesk@limestone.on.ca and provide an image of your screen where you are having difficulty.

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, e-mail 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 - Must be reported directly to [KFL&A Public Health](#), as schools will not accept immunization records;
- ☐ 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

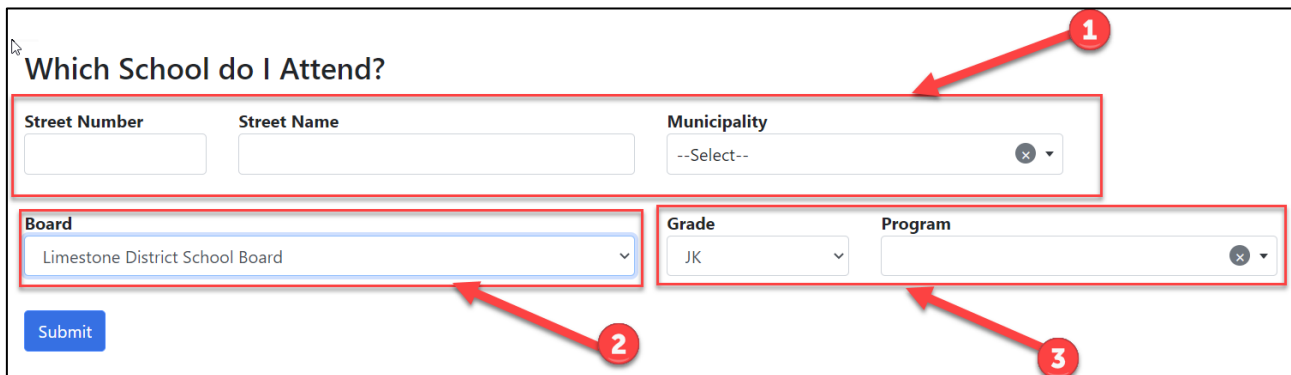
Please complete and return the relevant documents for students with medical needs and bring to your student's school the last week of August for new registrations, or prior to starting at the school:

- ☐ [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 transportation eligibility based on the student's address and program you are interested in. Please visit triboard.mybusplanner.ca/Eligibility.aspx to check your transportation 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.



Which School do I Attend?

Street Number: Street Name: Municipality:

Board:

Grade: 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 triboard.ca.

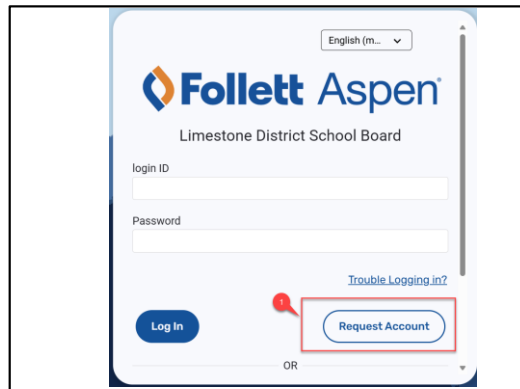
What if I forget my Aspen password?

1. Go to ldsb.myontarioedu.ca
2. At the login screen, enter your e-mail address
3. Click: I forgot my password

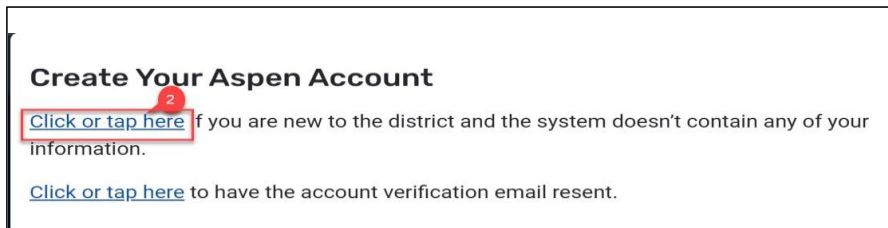
Create a Parent/Guardian Aspen Account for Online Registration

Note: if you already have an Aspen Parent Account skip to 'Start a New Student Registration' below.

1. Open ldsb.myontarioedu.ca in a web browser and select Request Account.
Please note, mobile devices such as smartphones and tablets are not supported by this application at this time. Please use a desktop computer, laptop, or Chromebook.



2. Click or tap here to create a new account.



3. In the Pop Up enter the requested **Personal Information** fields- this is your information, not your students'.

Create Your Aspen Account

PERSONAL INFORMATION ACCOUNT INFORMATION

First Name 3 5

Last Name

Address Line 1

Address Line 2 (Optional)

City

State/Province
AB ▾

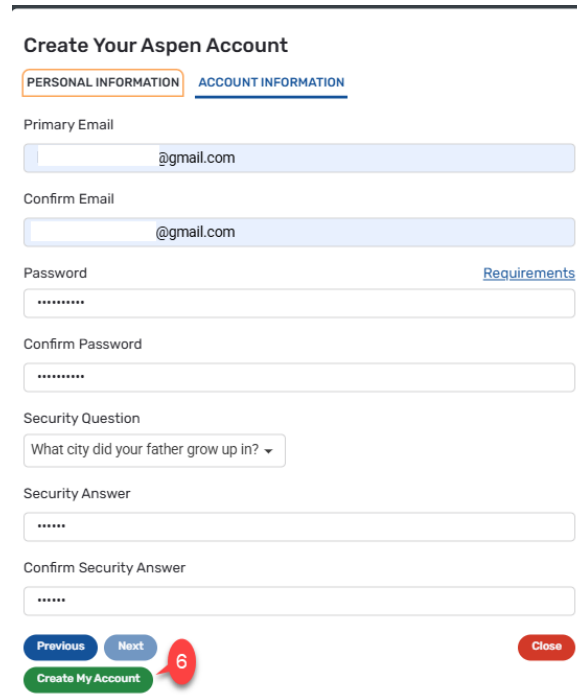
Postal Code

Primary Phone 4

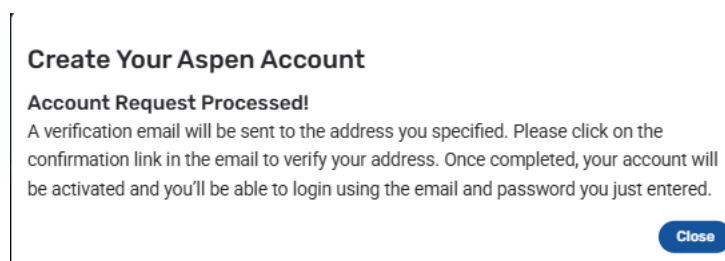
[Previous](#) [Next](#) [Close](#)

4. Select Next

- Click on the **Account Information** tab and enter in your Account Information including your e-mail address, password, and choose a security question. The e-mail address and password will be the Login ID and password to use login to Aspen to Start a New Student Registration.

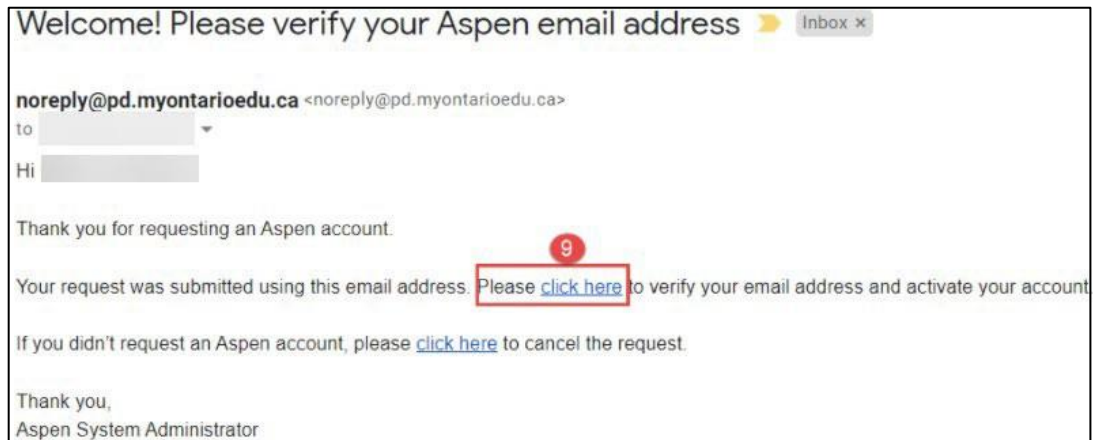


- Select Create My Account. You will notice it is processing your request. An e-mail will be sent to the e-mail address you entered in step 5.

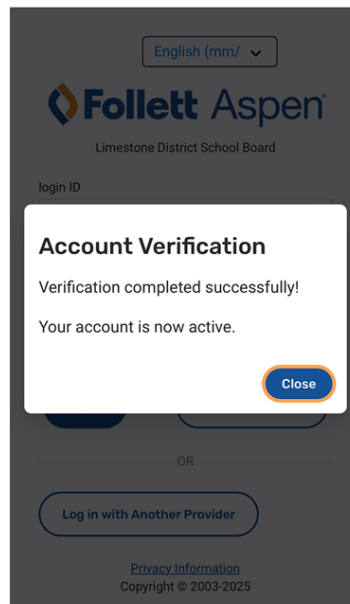


- Select Close and proceed to your e-mail account.

8. Verification E-mail: An e-mail will be sent to the e-mail address you entered in step 5.
If you do not see an e-mail, please check the spam, junk, and trash folders.



9. Open the e-mail and verify your account by clicking on the click here link that is in the e-mail.



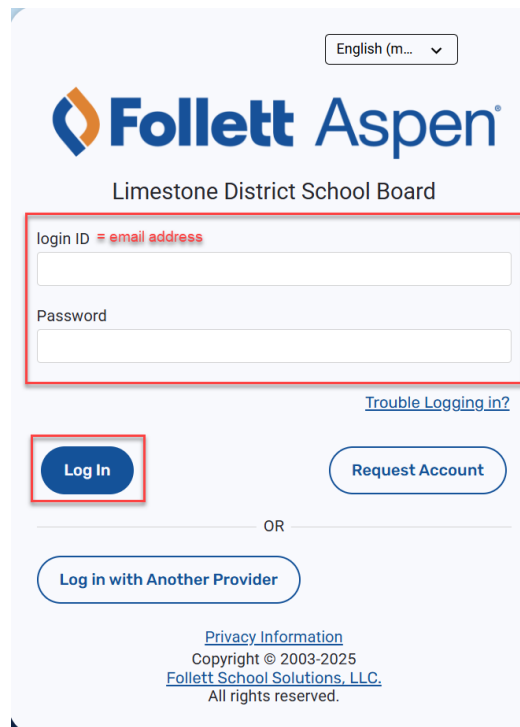
10. E-mail Validation: After selecting the click here link in your e-mail, you will be redirected to the Aspen website and a confirmation that your verification completed successfully. Select Close.

You will now be able to log into Aspen and begin the Student Registration process.

Start a New Student Registration

Please Note: If you need to stop at any point after you have logged in, you may select 'Save & Close' in the student registration form. Come back at a later time to finish registering your student. You can access the Online Registration Form as often as needed at ldsb.myontarioedu.ca.

1. If you are not already at the Aspen website - navigate to ldsb.myontarioedu.ca
2. Login using the e-mail address (Login ID) and password you entered in step 5 above.



English (m... ▼)

Follett Aspen®

Limestone District School Board

login ID = email address

Password

[Trouble Logging in?](#)

Log In **Request Account**

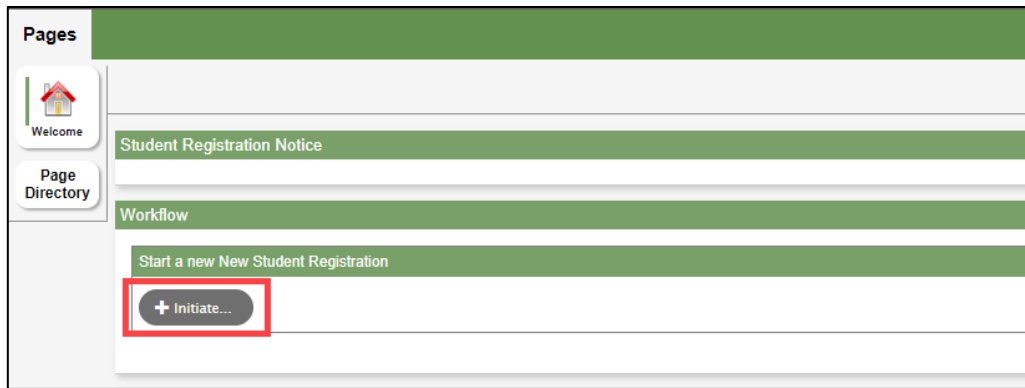
OR

[Log in with Another Provider](#)

[Privacy Information](#)
Copyright © 2003-2025
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All rights reserved.

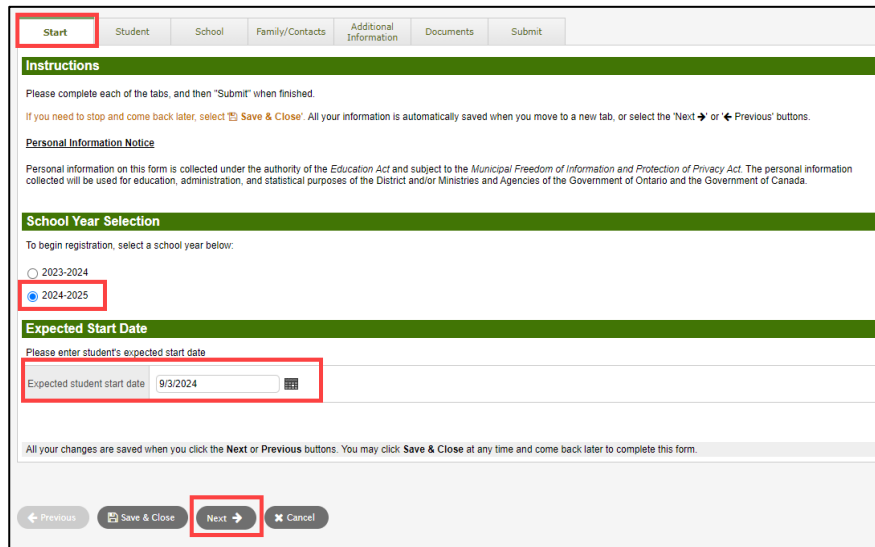
3. Select Log On.

4. Once logged in, navigate to the Workflow, and select Initiate.



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

5. Select the school year your student is registering for by clicking on the radio button.
6. Enter the date your student will start school. Use the calendar icon to choose the date.
7. Select Next.



The screenshot shows the 'Start' tab of the registration form. The 'Start' tab is selected and highlighted with a red rectangle. Below the tabs, there is a section titled 'Instructions' followed by a 'Personal Information Notice'. The 'School Year Selection' section has two radio buttons: '2023-2024' and '2024-2025'. The '2024-2025' radio button is selected and highlighted with a red rectangle. Below this is the 'Expected Start Date' section, which has a text input field with the date '9/3/2024' and a calendar icon. This section is also highlighted with a red rectangle. At the bottom, there are buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red rectangle.

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



8. Fill out the Student Information section. Fields with a red asterisk are mandatory. 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.

Start	Student	School	Family/Contacts	Additional Information	Documents	Submit
Student Information						
<u>Legal Name</u>				<u>Preferred Name</u>		
First *	Test			First *	Test	
Middle				Middle		
Last *	Student			Last *	Student	
Suffix						
Gender *	Female					
Gender specify				OEN		
If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:						
Provide more details if you wish.						

9. Fill out the Birth and Citizenship section.

Birth and Citizenship	
A parent/guardian or student over 18 must present documentation showing proof of citizenship and/or entry into Canada. The date of entry is the date that the student came to live in Canada, not a short-term visit/vacation taken in Canada beforehand. The list of verification documents can be found in the document tab.	
<u>Place of birth</u>	
Country of birth *	Canada
<u>If born in Canada</u>	
Province of birth	Ontario
Status in Canada *	Canadian Citizen
<u>If temporary resident</u>	
Expiry date	
Country of citizenship *	Canada
Country of last residence	
<u>If not born in Canada</u>	
Arrival in Ontario	
Arrival in Canada	

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

Age, Grade and Program	
Enter the student's date of birth, which will determine the grade for the school year.	
Date of birth *	3/19/2020 Age 3
Age as of Dec 31	4
Grade level *	JK
Adjusted grade level	
Select Student program. Select 'Standard Program' for all programs except French Immersion or Summer.	
Visit our website for more information on French Immersion Programing at LDSB	
Program *	Standard Program



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

11.1. Select Add.

- 11.2. 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.

Student Phone Information
This is the Student phone number. The contact phone number will be added on the Family/Contacts tab. If the student does not have their own phone number, please skip this step.

Priority	Phone Type	Phone Number	Publicly Listed	Comment
No matching records				

 Add

 Delete

Priority

1

Phone type *

Cell ▼

Phone number *

555-555-5555

Publicly listed

☐

Comment

 OK

 Cancel

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

12.1. Select Add at the bottom.

12.2. A popup should appear. Choose Physical Address from the Address type dropdown. Fill out the address information and select OK at the bottom.

At least one address of type = "Physical" must be entered

Priority * 1 Address type * Physical

Complete the fields that are applicable for your address

Street number 100
Street letter
Street name Main
Street type Street
Street type precedes name
Street direction
Unit type
Unit number

Additional delivery info (PO Box, RR, etc.)
Delivery type
Delivery number

City * Kingston
Province * Ontario
Postal code * K0H 1K0

Township
Country * Canada

Formatted address: 100 Main Street
Kingston ON K0H 1K0

OK Cancel

Student Address Information (Mandatory)

The physical address of the student must be entered. Mailing and other addresses may also be added. To add an additional street address for the student, select Physical2. This address must have a different priority number than the first address entered.

Priority	Address Type	Address Line 1	Address Line 2	Address Line 3
No matching records				

Add Delete

13. Verify you've added a Physical Address for the student by choosing Verified in the dropdown.

14. Select Next.

Choose "Verified" from the dropdown once a physical address has been added for the student.

Verify Student Address * Verified

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 will be moved to the next tab, **School**. This tab is where you will choose the school for the student.

15. Select the school to register the student at by clicking the radio button next to the school. You can use the search bar to narrow the list down.

16. Select Next.

School Selection

Please visit <https://triboard.mybusplanner.ca/Eligibility.aspx> and check your 'School Eligibility'. School Eligibility is based on the student address. Select the school below that you are requesting to register.

Required: Select the school appropriate for your address and program

Selected: **Amherstview Public School**

Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
☐	Amherst Island Public School	5955 Front Road	Stella	(613) 389-4582	JK	08
☒	Amherstview Public School	70 Fairfield Boulevard	Amherstview	(613) 389-0628	JK	08
☐	Fairfield Elementary School	59 Kildare Avenue	Amherstview	(613) 389-2636	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 will be moved to the next tab **Family/Contacts**. This tab is where you will add contacts and siblings for the student.

17. You need to add details to your contact information to continue. Click your first name to access your contact record.

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
☐	Daisy	Duck	1	Mother	613-555-5555	Cell			daisy@duck.ca

+ Add
🗑 Delete

17.1. In the popup fill out all mandatory fields: First name, Last name, Relationship, Contact priority numbers, Primary e-mail, CASL, Phone number, and all Contact Questions.

17.2. Select OK.

Complete this form for at least one parent/guardian

First name * Last name * Place of employment

Gender Relationship *

Allow portal access?

Contact Order/Priority

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

Email Address

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

Email CASL

Primary email Alternate email

Contact Questions (Mandatory)

Does this contact live with the 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's school records? ☒ 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

Address fields are optional for non-custodial contacts

Physical Address

Is the physical address the same as the student's?

Mailing Address

Mailing address same as the physical address?

18. You can add another contact for the student by clicking Add and adding all applicable details in the popup (same as above).

	First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
☐	Daisy	Duck	1	Mother	613-555-5555	Cell			daisy@duck.ca
<input checked="" type="button" value="Add"/> Delete									

19. 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.

Siblings

Siblings ALREADY attending a school in this board

First Name	Last Name	Sibling Grade	School Name
No matching records			

Add
 Delete

19.1. In the popup, fill out the sibling information then select OK.

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.

	School Name	Address	City	Phone	Start Grade	End Grade
☐	Amherst Island Public School	5955 Front Road	Stella, ON K0H 2S0	(613) 389-4582	JK	08
☒	Amherstview Public School	70 Fairfield Boulevard	Amherstview, ON K7N 1L4	(613) 389-0628	JK	08

OK
 Cancel

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

You will 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.

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 ☐ **OR**

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?

23. Fill out the Medical Information section.

24. Use the dropdown menu to choose Yes or No

25. To add a medical condition, select Add.

Medical Information

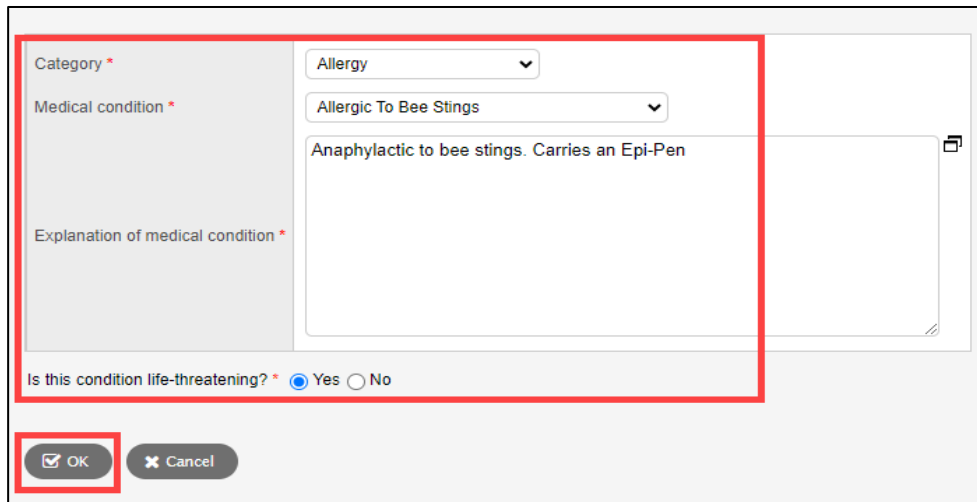
* Does the student have any medically diagnosed or potentially life-threatening circumstances such as anaphylactic reactions, asthma, diabetes or seizures?

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
No matching records		

25.1. In the popup, fill out all fields with the medical condition information.

25.2. Select OK.



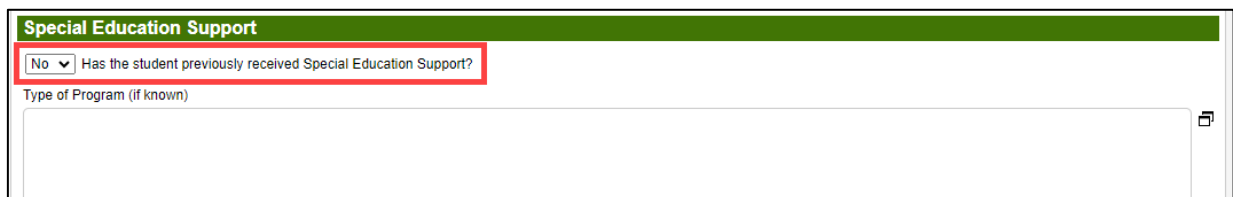
The screenshot shows a form for entering a medical condition. A red box highlights the main form area, which includes:

- Category ***: A dropdown menu with "Allergy" selected.
- Medical condition ***: A dropdown menu with "Allergic To Bee Stings" selected.
- Explanation of medical condition ***: A text area containing "Anaphylactic to bee stings. Carries an Epi-Pen".
- Is this condition life-threatening? ***: Radio buttons for "Yes" (selected) and "No".

Below the form, there are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an X icon). The "OK" button is also highlighted with a red box.

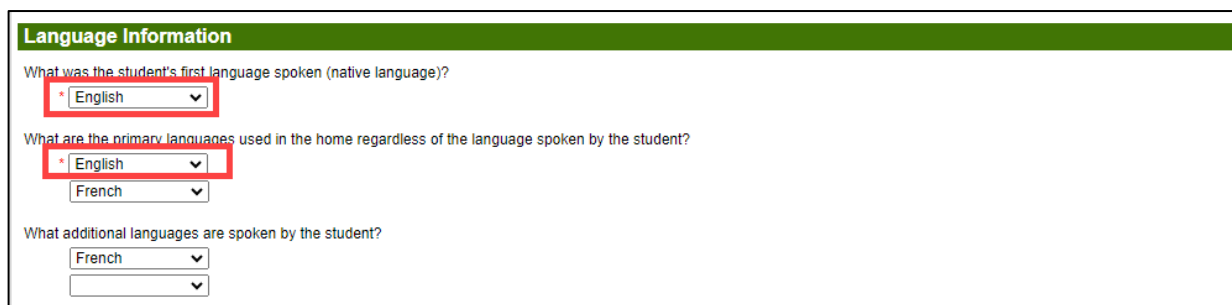
26. In the Special Education Support section choose Yes or No from the drop-down.

26.1. If the student has previously received special education, fill out the text box with the type of program.



The screenshot shows the "Special Education Support" section. A red box highlights a dropdown menu with the option "No" selected. The text next to the dropdown is "Has the student previously received Special Education Support?". Below this is a text area labeled "Type of Program (if known)".

27. In the Language Information section, languages for the first two drop-downs are mandatory.



The screenshot shows the "Language Information" section. It contains three questions with dropdown menus:

- What was the student's first language spoken (native language)?**: A dropdown menu with "English" selected. This dropdown is highlighted with a red box.
- What are the primary languages used in the home regardless of the language spoken by the student?**: Two dropdown menus. The first has "English" selected and is highlighted with a red box. The second has "French" selected.
- What additional languages are spoken by the student?**: Two dropdown menus. The first has "French" selected, and the second is empty.

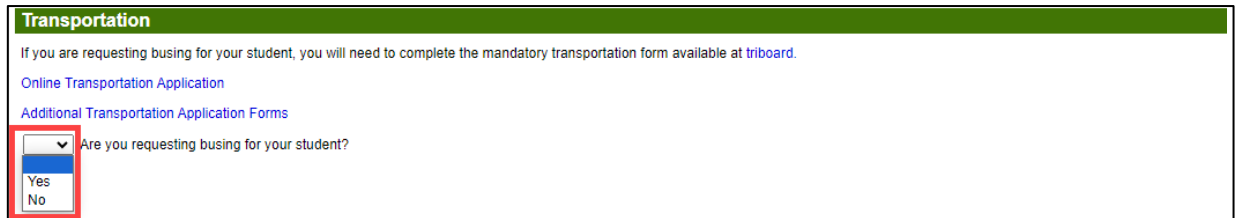
28. Fill out the Freedom of Information and Consent Form section. Every field is mandatory for either yes or no.

Freedom of Information and Consent Form for Students
Consent for Parents/Guardians/Over 18
Do you consent to:
Your student's participation in teacher-supervised trips to local places of interest, such as libraries, museums, and art galleries to support regular classroom programs?
☒ Yes
Your student participating in intramural activities or clubs at the school that may involve some inherent risk, such as volleyball, soccer, floor hockey, chess club, art club, choir, etc.?
☒ Yes
Your student's name, photograph, video or digital image, and/or school work such as photographs, artwork, writing, or other activities being copied, used, displayed, or shared in school public displays and publications such as print and electronic newsletters and yearbooks
☒ Yes
Your student's name, photograph, video or digital image, and/or school work such as photographs, artwork, writing, or other activities being copied, used, displayed, or shared in board public displays and publications such as print and electronic newsletters
☒ Yes
Your student's name and home address being released as a graduate to the area's Member of Provincial Parliament (MPP) or Member of Parliament (MP) for congratulatory certificates.
☒ Yes
I GIVE permission to have my student's name, photograph, video or digital image, and/or school work such as photographs, artwork, writing or other work appear on school and/or Board online social media platforms (eg. websites, Twitter, Facebook & Instagram).
☒ No
The release of your student's name, photograph, video or digital image and/or school work such as photographs, artwork, writing or other work to media outlets (newspaper, radio, television & websites)
☒ No
I GIVE permission for the School and/or Parent Council to send newsletters and other updates to my email inbox. I understand that some of these items may contain information of a commercial nature such as, but not limited to, fundraising, field trips, lunch programs, school photos, and yearbooks.
☒ Yes

29. The bottom section of this section is only for students over 18 years of age.

For Students 18 Years of Age or Older
Do you consent to:
The continued disclosure of ALL student-related personal information about you to your parents/guardians?
☐
The disclosure of information ONLY contained in your OSR (Ontario Student Record) to your parents/guardians?
☐
The disclosure of PERSONAL information other than that found in your OSR to your parents/guardians?
☐

30. Fill out the Transportation section. If the student requires busing, select Yes to navigate to the “Online Transportation Application” and the “Additional Transportation Application Forms.”



Transportation

If you are requesting busing for your student, you will need to complete the mandatory transportation form available at [triboard](#).

[Online Transportation Application](#)

[Additional Transportation Application Forms](#)

Are you requesting busing for your student?

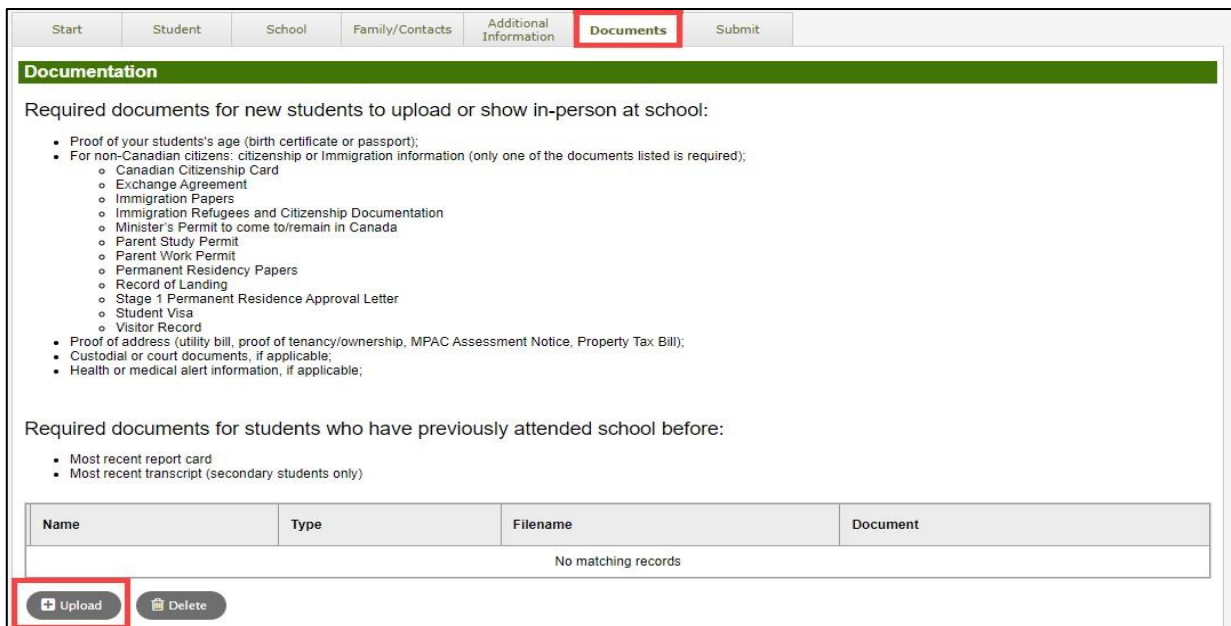
Yes

No

31. Select Next.

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

32. Upload all required documentation by clicking Upload. If you are unable to upload the required documentation bring it in to the school office.



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

Documentation

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

- Proof of your students'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);
- 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)

Name	Type	Filename	Document
No matching records			

Upload Delete

33. Select Next.

You will be moved to the **Submit** tab to submit the completed registration.

34. Enter final notes or comments if needed.

35. Select Submit.

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 **Submit** Cancel

Resume Paused Registration (if needed)

Please note: If you have paused your student's registration, you can get back into it by:

1. Go to ldsb.myontarioedu.ca and logging in.
2. Once logged in, navigate to the Workflow, and click on the green checkmark in the 'Resume working on any New Student Registration' section.

Workflow Edit				
Start a new New Student Registration				
+ Initiate...				
Resume working on any New Student Registration that has already been started				
Name	Grade	School > Name	Workflow Phase	Actions
Student, Test	JK	Amherstview Public School	Not submitted	✓ ✗