

Thank you for choosing B. Davison School of Adult, Alternative & Continuing Education (aka Adult Day School) with TVDSB. Please use this guide to support your registration to Adult Day School.

BEFORE YOU BEGIN – Critical information regarding registration

- Family/friends may NOT complete your registration on your behalf.
- Substitute “Me (an Adult Student)” for all references to “Parent/Guardian”.
- Creating an Aspen login ID must be with your personal email address – NOT @gotvdsb.ca.
- The registration must be completed on a computer (it will not work on a phone or tablet)
- Proof of residency is not required; however **photo id is required**. This can be driver's license, Ontario photo card, Ontario Health Card with OHIP number obscured, passport, Status card, PR card, or Refugee Claimant Document with photo).
- Do not bring signed registration forms or documents to the school.
- Any pictures/scans of documents that were not uploaded should be emailed to AdultDaySchool@tvdsb.ca address with the subject line "Registration Documents".
- ***Not uploading your documents within the form will delay your registration with the risk of missing the approval cut-off date for the upcoming term.***
- Bussing, before & after school care, IEP's, and EA's are not available in Adult Day School
- Email AdultDaySchool@tvdsb.ca if your citizenship is anything other than Citizen or Permanent Resident
- If you have an Aspen login issue **after** you have verified your new ASPEN login ID, please contact IT at 519-452-2005 during regular school hours.
- Registration and course selection are two separate activities. Once your registration is approved, you will receive course selection instructions.
- DO NOT submit additional registration forms this year. If you have changes or questions, please email AdultDaySchool@tvdsb.ca

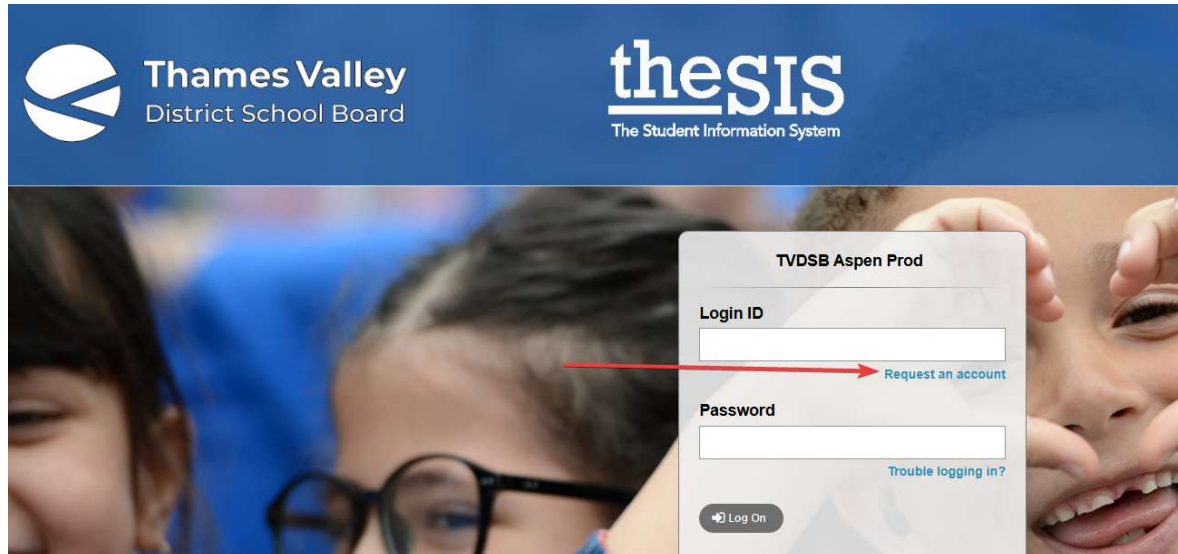
SUMMARY OF REGISTRATION (step-by-step with screenshots on next page)

1. Create an Aspen account at <https://sisprod.tvdsb.ca/aspen/logon.do>
 - a. Use your own personal email address on the first option (disregard second option)
2. Verify your new Aspen account
 - a. Click the link sent to the email address used to create the account
3. Log into Aspen
 - a. Return to <https://sisprod.tvdsb.ca/aspen/logon.do>
4. Initiate a new Registration
 - a. Complete all areas, noting the information above
 - b. Upload your photo ID, proof of citizenship, and non-TVDSB transcripts
 - c. Add any relevant notes
5. Wait for an email from AdultDaySchool@tvdsb.ca that your registration is approved and your next steps

Adult Day School Registration

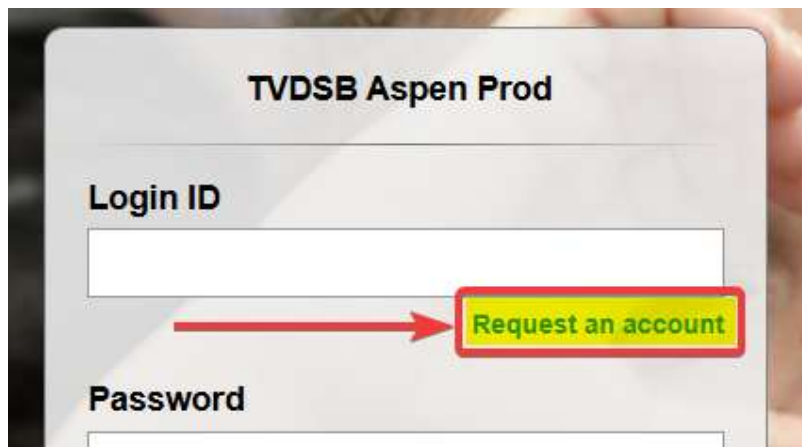
Registration through Aspen/theSIS (step-by-step with screenshots):

TVDSB uses Aspen/theSIS for all registrations, including Adult Day School. Please go to the following link to register: <https://sisprod.tvdsb.ca/aspen/logon.do>



Create Your Account:

On the Registration Page, click **Request an Account**:



On the next screen, click the **first option** (I am a parent/guardian registering my child online) to create your account for the first time. Then click on **Next Step** →.

Adult Day School Registration

Account Type

Please choose one of the available account types below.



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.

[Click here](#) to have the account validation email resent

Next Step →

Close

Enter your legal **First Name**, **Last Name**, and **Phone Number**. Then click on **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 *

Last name *

Phone 1 *

← Previous Step

Next Step →

Close

Enter and confirm your **Email**, **Password** and **Security Question** and **Answer**. Then click on **Create My Account**. Password requirements are available on the link.

Account Information

Please fill in your user account information below.

Primary email *

Confirm email *

Password *

Confirm Password *

Security question *

Security answer *

Confirm answer *

What are the last 4 digits of your SIN? ▼

Requirements

← Previous Step

Create My Account

Close

Password Requirements:

For Additional Support, please visit [TVDSB - Adult Day School](#)

Adult Day School Registration

- Minimum length is 10 characters
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

You will receive a notification that a verification email has been to the email address you provided for your account. You can close this window and check your email.



The email will look like this. Please choose "click here" to verify your email address and activate your account.

Hi [redacted]

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.

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

Once you click the link, your browser will open with a notice that validation is complete.

Email Validation

✓ Verification completed successfully!

Your account is now active.

✕ Close

You can click **Close** and now proceed to **Step 2**.

Register:

Return to the main link: <https://sisprod.tvdsb.ca/aspen/logon.do>

Enter your **Login ID (email)** and **Password** you generated, then click **Log On**.

Click **+ Initiate** to start the registration.

Adult Day School Registration

On the **Start** tab, please read the instructions. Begin with your Student Status in Canada. ****If you are not a Canadian Citizen or Permanent Resident, please email adulthoodschool@tvdsb.ca.**

Choose the **current date** as your expected date of enrolment. Choose the current school year. Then Click on **Next** → to continue.

Student Status In Canada

If your student is NOT a Canadian citizen or NOT a permanent resident who is living with a parent/legal guardian, please contact the One World International Welcome Centre to complete the registration.

Contact the One World International Welcome Centre by email at oneworld@tvdsb.ca or telephone at 519-452-2117.

What is the student's Status In Canada? *

Student Enrolment Date

What is the expected date of enrolment for your student?

School Year Selection

To begin registration, select a school year below:

☐ 2026-2027

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
Next →
Save & Close
Cancel

At any time, you can click **Save & Close** to exit and return to the registration form.

← Previous
Next →
Save & Close
Cancel

On the **Student** tab, enter your personal information. In this section you can also self-identity as a person of Indigenous Ancestry. A helpful piece of information is your Ontario Education Number (**OEN**), which is at the top of all Ontario Report Cards. This can help easily match you in our system.

Start
Student
School
Family/Contacts
Additional Information
Documents
Submit

Student Information

Legal Name First * Middle Last * Gender * Gender specify	 	Preferred Name First * Middle Last * OEN 	
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If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:

Adult Day School Registration

In the next section, enter “No” for custody information and enter your Birth and Citizenship information. Please note: if you were born in Canada, you must include the province of your birth. If you were not born in Canada, you must include all information in the noted section below. Temporary Residents are not permitted to study with Adult Day School.

Student Custody Information

Is there a court order in place for the student?

Please upload any court documentation to the documents tab, or bring to the school.

Birth and Citizenship

<u>Place of birth</u>		Country of citizenship *	
Country of birth *		<u>Required if not born in Canada</u>	
<u>If born in Canada</u>		Country of last residence	
Province of birth		Arrival in Ontario	
Status in Canada *	Canadian Citizen	Arrival in Canada	
<u>If temporary resident</u>			
Expiry date			

Enter your age information. If you are between 18-21, you will have two options. Choose **Adult Day School**. Ages over 21 can only select Adult Day School.

Age and Grade Level

Enter the student's date of birth, which will determine the grade for the school year.

Date of birth *	/2008	Age 18
Age as of Dec 31	18	
Grade level	12	

Student Program Choice

You are between the ages of 18 and 21, you may be able to register at the area secondary school. Please select one of the options listed below.

For no **Adult Day School** Immersion, please use the [school locator](#) to determine your French Immersion school.

Please **Secondary School** **Adult Day School** to complete the pre-registration process by selecting their home english school. **Secondary students** will be able to select their French Immersion school while completing the pre-registration process. For more information, please visit [French Immersion Registration](#).

Adult Day School Registration

Click **+Add**, to add both a Phone number and Address. Click **Next →** to continue.

Phone Information

Enter phone information below. This must be a home or cell phone. *

Priority	Phone Type	Phone Number	Comment
No matching records			

+Add **Delete**

Address Information

The physical address of the student must be entered. Mailing and other addresses may also be added. *

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

+Add **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**

The address will prompt with options as you type. Please ensure you review the address and add a postal code.

Street number	785	<u>Additional delivery info (PO Box, RR, etc.)</u>	
Street letter		Delivery type	
Street name	Trafalgar	Delivery number	
Street type	St/Street		
Street type precedes name	☐		
Street direction			
Unit type			
Unit number			

City *	London	Township	
Province *	Ontario	Country *	Canada
Postal code *	N5Z 1E6		

Formatted address:

✓ OK **✕ Cancel**

Adult Day School Registration

On the **School** tab, **B. Davison Adult and Continuing Education School** will be automatically selected. Click **Next →** to continue.

School Selection

TVDSB offers courses for Adult Day Students at B. Davison Adult and Continuing Education School. This school has been automatically selected for you below.

Required: Select the school appropriate for your address

Selected: **B. Davison Adult and Continuing Education School**

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

On the **Family/Contacts** tab, click on your name to update your record. **DO NOT** include two additional contacts.

Parent/Guardian/Other Contact

Click on your name to complete your own record *

Adult Students should select "Self" as the Relationship Type for their own Contact record, and answer Yes to all of the required questions

Select **Add** to add any additional contacts for the student. You **MUST** enter at least two contacts. Give each contact a different priority #.

	First Name	Last Name	#	Relationship	Phone 1	Phone 1 Type	Phone 2	Phone 2 Type	Email
☐	My Name	Davison	1						

+ Add Delete

Set the relationship to **"Self"**.

First name * My Name

Last name * Davison

Gender [dropdown]

Relationship * **Self** [dropdown]

Place of employment [text area]

Adult Day School Registration

Set the **Type** and **Number** for your Phone:

Phone Information		
Priority #	Type	Number
Phone 1 *	Home ▾	519-452-2000
Phone 2	▾	

Set **ALL** of the contact questions to "YES".

Contact Questions	
Does this contact live with this student? *	☒ Yes ☐ No
Is this contact a legal guardian for this student? *	☒ Yes ☐ No
Does this contact have legal 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

Answer the questions about the address and click **OK**.

Physical Address	
Is the physical address the same as the student?	▾

Mailing Address	
Mailing address same as the physical address?	▾

☒ OK

Click **Next** → to continue.

Adult Day School Registration

On the School History of the Additional Information tab, please list your most recent school attended (whether TVDSB, other Ontario school board, other Canadian school board or from outside Canada). ***This is a critical section for us to be able to verify your registration.***

School History	
Last School/Program of Attendance	
No previous school ☐ Date last attended Previous school grade Previous school board Previous school name	Previous school city ESL Program ☐ IEP ☐ Regular Program ☐ Specialized Program ☐ 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?	

Include any Medical and Language information. Click **Next** → to continue.

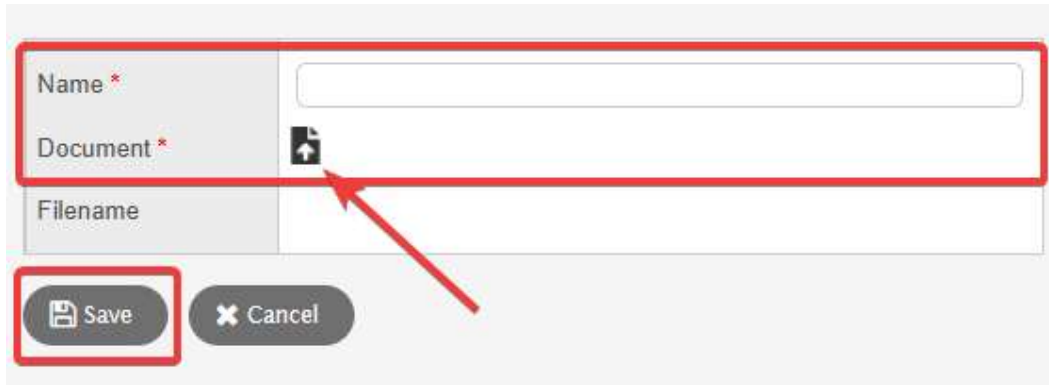
Medical Information
- Does the student have conditions and/or allergies that the school needs to be aware of? - Does the student require an EpiPen? - Does the student wear a MedicAlert accessories? - Has the student been diagnosed with a concussion?
If yes to above, please enter any additional medical notes
If student has any prevalent medical conditions, please complete the appropriate forms through the parent portal or at the school: Individual Plan of Care (IPEC); Authorization for Administration of Daily Prescription Medication; and/or Authorization for Administration of PRN Prescription Medication.
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?
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

Adult Day School Registration

On the **Documents** tab, please use the **+Upload** button to submit:

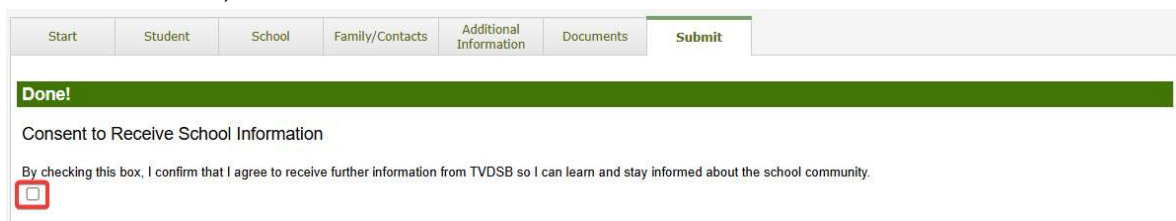
- Proof of Citizenship (Canadian birth certificate, passport, Status Card, PR Card, Refugee Claimant Statement, Canadian Citizenship document, CUAET document)
- Photo ID (Ontario Driver's License, Ontario Photo Card, PR card, Passport, Refugee Claimant Statement, Ontario Health Card (with OHIP number obscured))
- All Transcripts from outside of TVDSB or Outside of Ontario/Canada

On the Upload window, Give the document and name and click on the **icon** to select a file from your device. Click **Save** to continue.

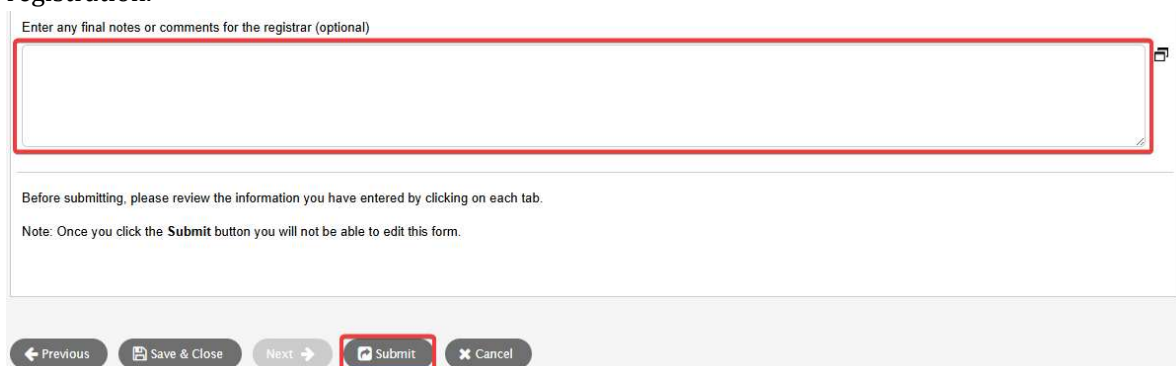


****Important – your registration CANNOT proceed until ALL DOCUMENTS are received and verified by our Student Services team.****

On the **Submit** tab, check the box to consent to the collection of data.



Please include any notes for the Student Services team and click **Submit** to complete your registration.



For Additional Support, please visit [TVDSB - Adult Day School](#)

This will complete STEP 1 of the TWO STEP registration process for Adult Day School. Please refer to the [Adult Day School webpage](#) for details on STEP 2 (Course Selection).

Thank you for completing this online registration.

The next step is for the school to review the registration. In order for the school to complete the review process, you will need to bring this signed form to your assigned school.

If documents were not electronically uploaded, proof of residency and age verification must be brought into your assigned school by a parent/guardian.

You will be notified via email once the registration is processed.

Name	Description	Print
Online Registration Summary (TVDSB)		☒

 Print

 Close

You will receive a confirmation email once your registration has been approved which includes next steps for selecting courses.

Course Selection:

Once your registration is submitted and approved, your information is sent to our Course Selection website, **myBlueprint**. You may need to wait 24-48 hours for this upload to occur. Once that is completed, please use [myBlueprint](https://app.myblueprint.ca/?sdid=tvdsb) (<https://app.myblueprint.ca/?sdid=tvdsb>) to submit your Course Selections for the next Adult Day School term.

****You only need to register ONCE per school year. After registration is complete, you will need to complete course selection each term.****