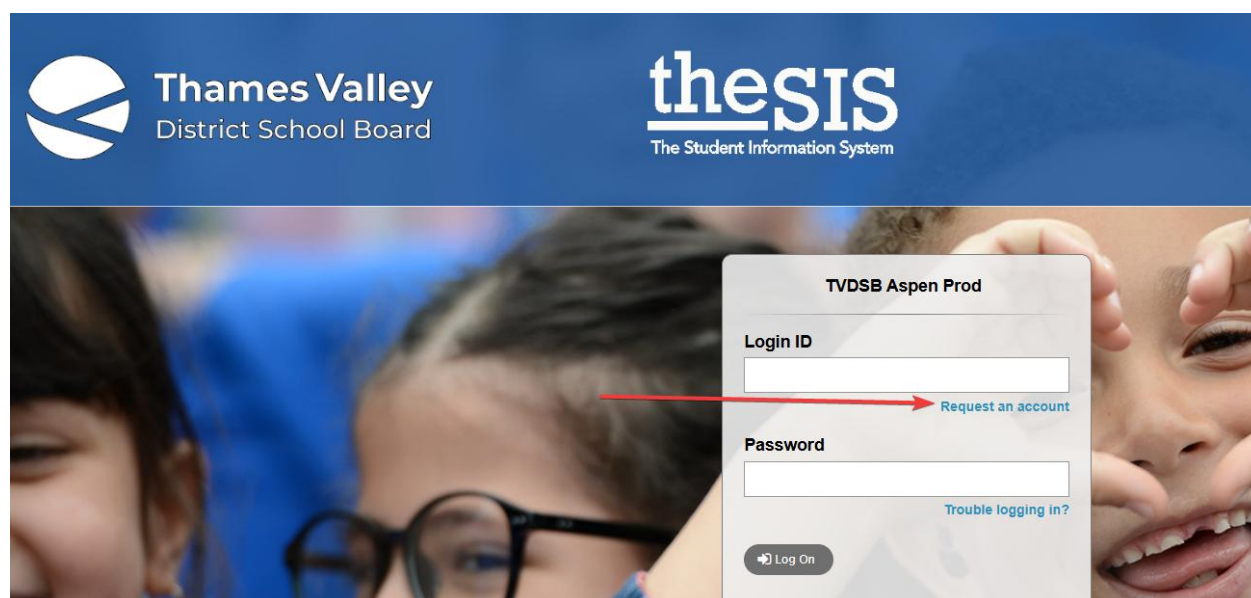


Adult Day School Registration

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

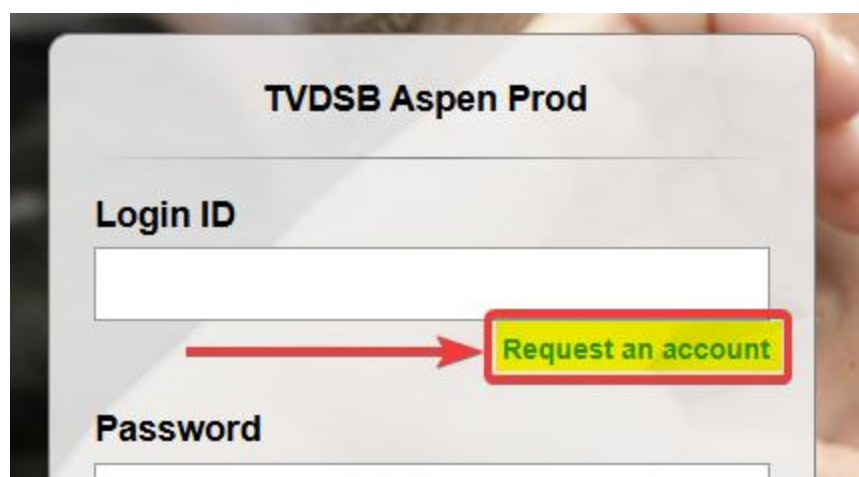
Registration through theSIS:

TVDSB uses 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 * **Requirements**
Confirm Password *
Security question *
Security answer *
Confirm answer *

← Previous Step

Create My Account

✕ Close

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

Adult Day School Registration

Password Requirements:

- 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.

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.



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

Hi 

Thank you for requesting an Aspen account.

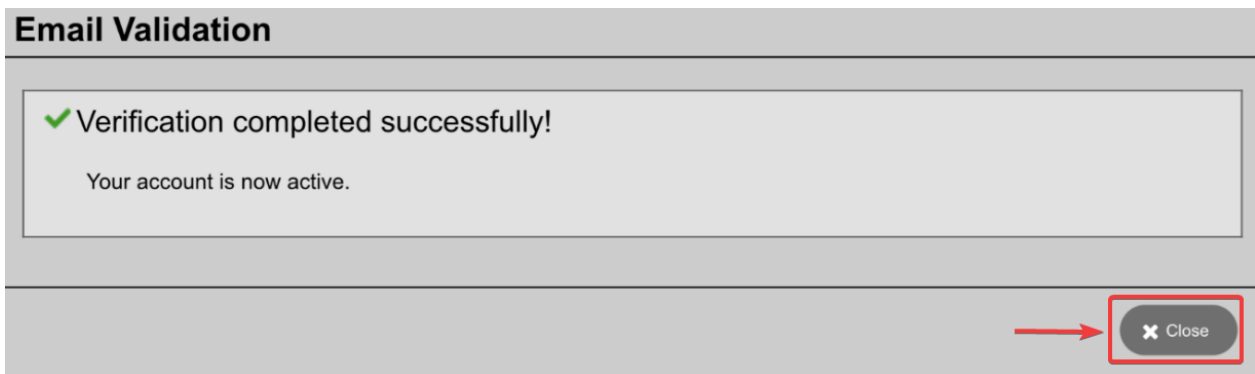
Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

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

Thank you,
Aspen System Administrator

Adult Day School Registration

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

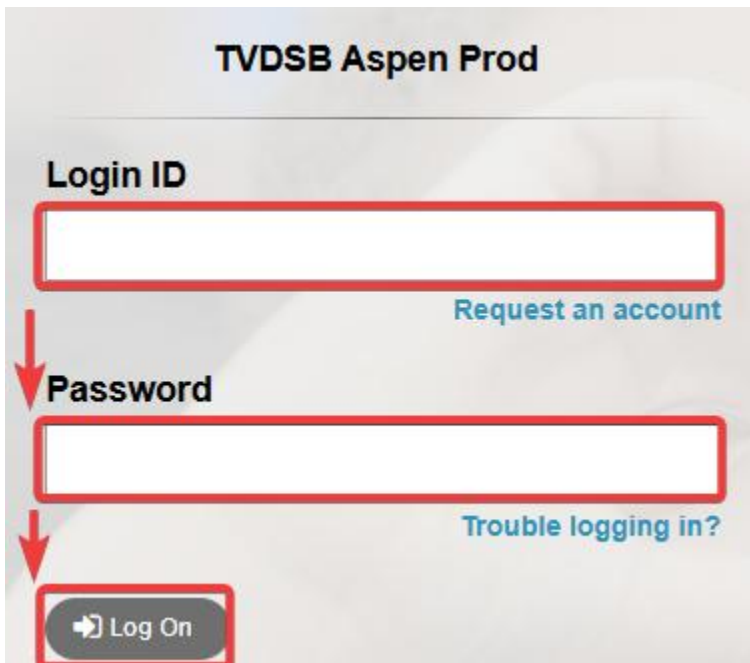


You can click **Close** and now proceed to **Step 2**.

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**.

A screenshot of the "TVDSB Aspen Prod" login page. The page has a title "TVDSB Aspen Prod" at the top. Below the title, there are two input fields: "Login ID" and "Password". Both fields are outlined with a red border. To the right of the "Login ID" field is a link that says "Request an account". To the right of the "Password" field is a link that says "Trouble logging in?". Below the "Password" field is a button labeled "Log On" with a right-pointing arrow icon. Red arrows point to the "Login ID" field, the "Password" field, and the "Log On" button.

Adult Day School Registration

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

Thames Valley District School Board

Pages

Important Information

- Please note that theSIS (Aspen) is not fully compatible with mobile devices. It is highly recommended that a desktop, laptop, or Chromebook computer is used to access theSIS (Aspen).
- Please note that theSIS/Aspen will be unavailable every Saturday morning from 12am - 1am for maintenance
- theSIS - Staff Resources and Support

Online Student Registration

Start a new New Student Registration

+ Initiate

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 contact us at 519-452-2660 or 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

Adult Day School Registration

On the **Student** tab, enter your personal information. In this section you can also self-identify 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		Preferred Name	
First *		First *	
Middle		Middle	
Last *		Last *	
Gender *			
Gender specify		OEN	

If you wish to voluntarily identify this student as being a person of Indigenous Ancestry, select one:

In the next section, enter “**No**” for custody information and your Birth and Citizenship information.

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

Place of birth	Country of citizenship *
Country of birth *	
If born in Canada	Required if not born in Canada
Province of birth	Country of last residence
Status in Canada *	Arrival in Ontario
If temporary resident	Arrival in Canada
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 the **Adult Day School** in 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](#).

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

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: 785 Trafalgar St			
London ON N5Z 1E6			
☒ 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.

Start
Student
School
Family/Contacts
Additional Information
Documents
Submit

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.

Start
Student
School
Family/Contacts
Additional Information
Documents
Submit

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 *
Last name *
Gender
Relationship *

My Name
Davison
Gender
Self

Place of employment

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 Additional Information tab, please list your most recent school attended. **This is one of the most important sections 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.

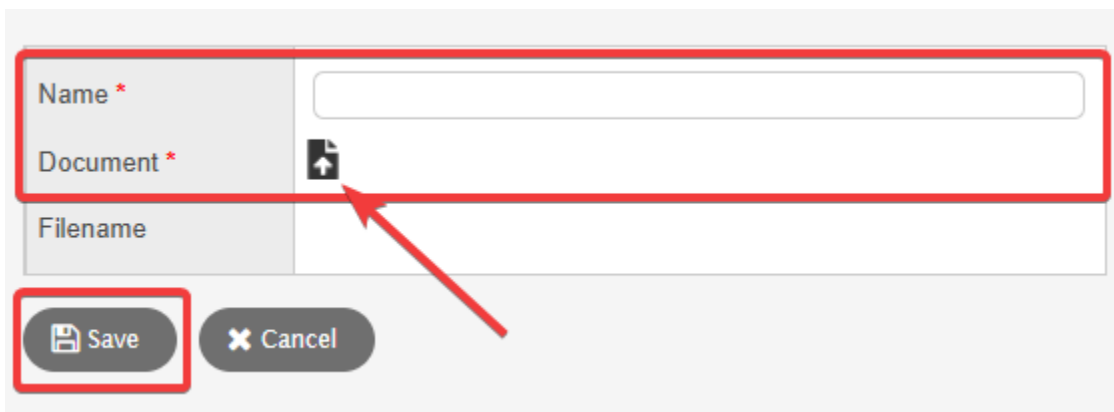
Medical Information
- Does the student have conditions and/or allergies that the school needs to be aware of? - Does the student require an EpiPen? - Does the student wear a MedicAlert accessories? - Has the student been diagnosed with a concussion?
If yes to above, please enter any additional medical 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 (IPOC); 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:

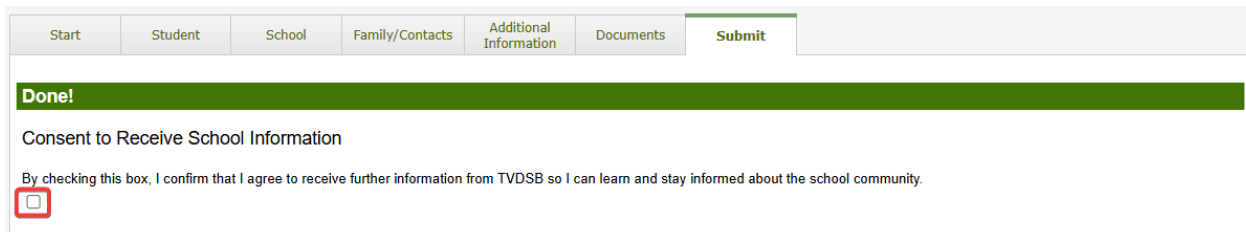
- Proof of Citizenship
- Proof of ID – Photo ID
- All Transcripts from outside of TVDSB or Outside of Ontario/Canada

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.

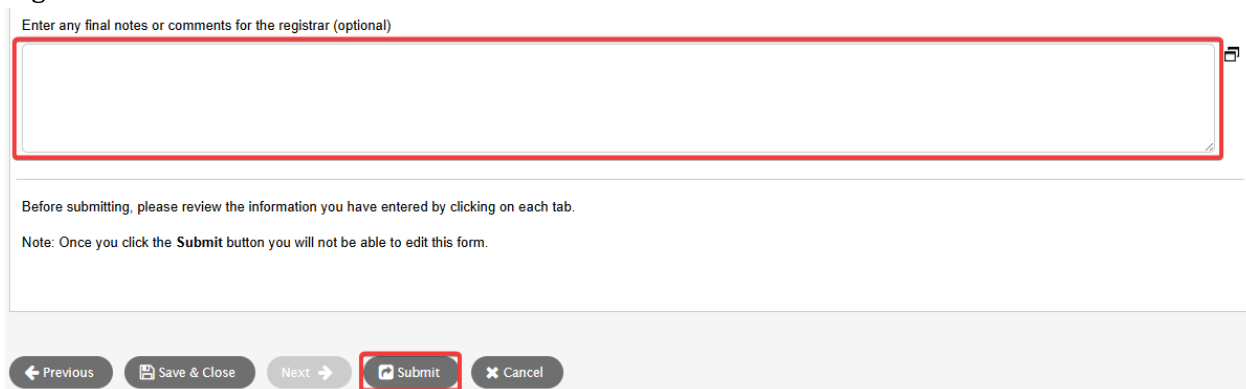


****Important – your registration CANNOT proceed until ALL DOCUMENTS are received and verified by our Student Services team.****

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.



Adult Day School Registration

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.

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.

[Log In](#)
[Sign Up](#)



Welcome Back

[School Account Log In](#)

 [QR Code Login](#)

Or

Username/Email

Password [Forgot Password?](#)

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

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