



Parents/Guardians Guide for Start of the Year Forms

Start of the Year Forms

As a part of the registration process, the Start of the Year Forms are collected by all TDSB Schools at the beginning of each school year. The Start of the Year Form will be used to gather information about students Demographic Information, Medical Information, Contact Information, Priority Information, Physical Education Information and Start of the Year Consent Form Package. This information is essential for supporting program planning as students begin their academic year.

How to Complete Start of the Year Forms

- 1) An email with a link to the Start of Year form will be sent to the student's primary contact, requesting updated information and consent. Parents or legal guardians must sign on behalf of students under 18, while students 18 and older will sign for themselves.
- 2) Here's an example of the email:

Please Note: if you have more than one child, you will receive an individual email link for each child

TDSB WARNING - EXTERNAL EMAIL: This message comes from an external organization. Do NOT reply, click links (embedded links) or open attachment(s) unless you recognize the sender email address. Also, NEVER provide your username and password as a result of an emailed request.

Toronto District School Board

To the parent(s) of: Bc Ab

We are excited to announce online TDSB Form for the upcoming school year! This process replaces the paper forms sent home at the beginning of each school year. Your TDSB Form for [redacted] at Toronto District School Board is now available online.

How do I get started?

Use this snapcode link: [https://registration.ca.powerschool.com/family/gosnap.aspx?snapcode=mttsb/\[redacted\]](https://registration.ca.powerschool.com/family/gosnap.aspx?snapcode=mttsb/[redacted])

What's a snapcode?

By using the link in this email, you are automatically entering your child's snapcode. The snapcode is like a key to your child's TDSB Form [redacted] for the upcoming school year. You should receive a unique snapcode or snapcode link for each child.

Should I create an account?

- If you've never completed an online TDSB Form, you should create an account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.

- If you already have an account, you can sign in and complete the form. (You should use the same account to complete forms for multiple children.)

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?

If you would like to make a change, select the underlined field or choose "Prev" to return to a previous page.

I've completed the form, now what?

When you have finished entering your information, select "Submit." This will send all of the information you've entered to the school. If you cannot select this button, you will need to make sure that you have answered all required questions.

What if I have more than one student in the district?

Do I need to do this for each child? Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one TDSB Form and then start another – this will allow you to "snap over" shared family information, which will save you time.

I don't know what a question is asking.

You can contact Central Technical School to ask any general questions about the form or the TDSB Form process. You can use <https://www.tdsb.on.ca/Find-your-School> to find your school's contact information.

Help! I'm having technical difficulties.

For technical support, visit our [PowerSchool Community](#) help center or select "Help" from any form page.

Thank you!

Toronto District School Board

- 3) To complete the Start of the Year Forms, click on the link in the email which will open the form in your default web browser.

How do I get started?

Use this snapcode link: <https://registration.ca.powerschool.com/family/gosnap.aspx?snapcode=hcmnt>

- 4) Sign into your account. If this is your first time using the application, click on the Create an account button to create a new account.

Please Note : This account must be created by an adult family member, and it is important that only one account per household be created. In the Security section, enter your password, retype your password, and answer the two security questions from the drop-down menu. Put a check in **I affirm** that I am 13 years or older, and click Create Account. You will receive a confirmation email from PowerSchool Enrollment “noreplyregistration@powerschool.com”. You may need to check your junk or spam folder.

The screenshot shows the TDSB (Toronto District School Board) registration page. The header includes the TDSB logo and name. The page is divided into two main sections: 'Sign In' and 'Create Account'.

Sign In Section:

- Fields for 'Email Address' and 'Password'.
- A checkbox labeled 'Remember me on this computer'.
- A blue 'Sign In' button.
- A link for 'Forgot password?'.
- A link at the bottom: 'Sign into your account using your cell phone number.'

Create Account Section:

- Text: 'With an account, you can...'
- Bulleted list:
 - Complete forms online
 - Save and return to forms in progress
 - Print form history
- A blue 'Create Account' button.

- 5) While logging in for the first time, you will be prompted for the student's Date of Birth, make sure to add DOB in the correct format with the slashes for example : **10/26/2009**

Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for 

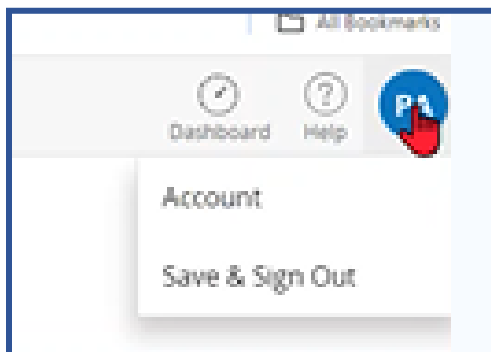
The date of birth must be in MM/DD/YYYY format.

- 6) Toronto District School Board Start of the Year From now opens

Please Note: After 30 minutes of inactivity, the system will time out.

- 7) You may stop your work at any time by saving and signing out.

- 8) Save and sign out can be found by clicking on the circular button with your initials at the top right corner of the screen. You may then resume the form at a later time or date.



- 9) The form starts with the Start of the Year Form's Introduction screen. Take a moment to read the information about the form and the required documentation on this page. Then click Next to start the form.


Toronto District School Board

Start of the Year Forms

Introduction

Form

Student Information

Medical Information

Contact Information

Priority Information

Permission/Consent Form

Physical Education Form

Declaration

Summary

Introduction

2025-2026 Start of the Year Forms [Testing/Training Form]

Welcome to Toronto District School Board's Start of the Year Forms [Testing/Training Form]. Please follow these steps to continue.

- Select "Next" on this page, and enter the information requested by the online forms.**
Note: Required fields are marked as "Required", and Toronto District School Board will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

Information is automatically saved when you move to a new page on the form. You may interrupt your work at any time by saving and signing out (Save & Sign Out can be found by clicking the circular button with your initials at the top right of the screen). You may then resume the form at a later date/time.
- On the "Summary" page, check your data before proceeding.**
- Select "Submit"!**
On the submission confirmation page you will have the opportunity to print out a copy of your Registration to keep for your records.
- Once registration has been electronically submitted, you will receive an email confirmation from noreplyregistration@powerschool.com**

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- 10) Starting on the Student Information page, read the important instructions. By default, the student's name, Date of Birth, Gender, Grade and School will automatically appear based on the information entered during the registration. If any of this information is not correct, please contact the child's school.

Student Information

Important Instructions:

1. 'Required' button Indicates mandatory information
2. Information is automatically saved when you move to a new page on the form. You may interrupt your work at any time by saving and signing out (Save & Sign Out can be found by clicking the circular button with your initials at the top right of the screen). You may then resume the form at a later date/time.

Legal Last Name

Legal First Name

- 11) Continue to fill in the form with the required information. If the phone number or address displayed in the form is incorrect or has changed , make sure to add the correct information. Some of the changes made in the form may also require additional verification from school. Add the Required Language Information and add Indigenous Student Self Identification if applicable.
- 12) If all the required information in the Student information page is correctly displayed or has been updated, Click Next and Continue to the next section.
- 13) On the Student's Medical Information page, enter the health card number for students if you have it available. For the Student Medical Condition section, you can choose a medical condition if your child has one. Enter a remark or explanation in the comment field. Answer the required questions for this particular medical condition. Also mention if this condition requires an EPIPEN or an Allerject?

- 14) To enter an additional medical condition, check on the box, and you can enter the next medical condition for your child. Answer the three required questions. If you need to enter an additional medical condition, you can check the box or check Next.
- If your child has no medical conditions you need to share with the school, you do not need to make selections on this page. Simply, Select No for the Required sections.

Student's Medical Conditions

Please indicate any significant medical conditions, physical limitations, or any other concerns that might affect your child's/ward's full participation in excursions/school activities.

Student Medical Condition #1

Medical Condition

- Select -

Student Medical Condition #2

Medical Condition required

- Select -

Remark or Explanation for this condition of which the school should be aware required

Answer must be in English

Characters Remaining: 200

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- 15) Click Next. Continue to fill in the information on the pages as you go through the form, clicking Next as you move from page to page.

- 16) Continue filling out the form. On the Contact Information page, Parents and Emergency contact Information will automatically appear based on the information entered during the registration. If there is any update or changes to the contacts or their information, make sure to add that information in the form.

Data Verification 2024-2025 (2024-2025)

Contact 1

Remove Contact

Contact's relationship to student required

Mother

Last Name required
Max 50 characters

A

First Name required
Max 50 characters

H

Is this contact a legal guardian for the student? required

☒ Yes

☐ No

Example: Contact is someone (i.e., immediate family member) who may need to receive attendance call outs, report cards as well as communications from TDSB

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- 17) Click Next and the Priority Information page for the contacts will appear, update if required by clicking on the dropdown option.

Contact Priority

Contact Priority in Case of Emergency

To adjust the priority in which contacts will be called in case of an emergency, please select the appropriate order number next to the name.

EZ required

1

Su i required

2

Al required

3

- 18) Click Next to fill the Start of the Year Permission/Consent Form Package.
- 19) The first question pertains to permission to participate in off-site walking excursions. Read the statement carefully and answer if you Agree and give permission or if you DO NOT give permission.
- 20) The next question pertains to student media release consent for school or TDSB events. Read the statement carefully and answer in the drop-down below. Select either, I agree to the coverage as indicated above or I do not agree to the coverage as indicated above.
- 21) The next question pertains to student media release consent for external media organizations. Read the statement carefully and in the drop-down, select the appropriate response.
- 22) Permission to leave school in severe weather conditions is the next section and pertains to students in grades 6 to 12 only. Read the statement carefully and select the appropriate response in the drop down below. The available responses are as follows: I agree and give permission for my child to leave the school premises early. I do not give permission for my child to leave the school premises early and my child is a kindergarten to grade 5 student.
- 23) Make sure all parents/guardians email address is added in the Use of Personal email Address Section.
- 24) Please indicate your commercial electronic message preference in the Canada's Anti-Spam Legislation box.
- 25) Add your Signature and Date to Acknowledge the selection and changes made in the Start of Year Permission/ Consent Form package

26) Click Next and Physical Education Information and Intramural Information and Permission Section will appear. Read the Information on Elements of Risk Notice carefully and answer if you have read the information and give permission or if you DO NOT give permission.

Physical Education Information and Intramural Information/Permission

Physical activity is essential for healthy growth and development. Growing bones and muscles require not only good nutrition, but also the stimulation of vigorous physical activity to increase the strength and endurance necessary for a physically active lifestyle. Active participation in games, fitness activities, dance, gymnastics, and outdoor pursuits provides opportunities for students to discover and trust themselves and gain the confidence necessary to play and work co-operatively and competitively with their peers. Both curricular and co-curricular Physical Education programs provide opportunities for students to experience "the fitness feeling" and to help them understand and make decisions regarding personal fitness and the value of physical activity in their daily lives.

ELEMENTS OF RISK NOTICE

The risk of injury exists in every athletic activity. However, due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. These injuries result from the nature of the activity and can occur without fault on either the part of the student, or the School Board or its employees or agents or the facility where the activity is taking place. The safety and well-being of students is a prime concern, and attempts are made to manage the foreseeable risks inherent in physical activity as effectively as possible.

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27) On the Acknowledgement page, make sure to read all information and provide consent that you're acknowledging that all information provided above is correct and true. In the parents/guardians signature section, you need to complete the required fields, ensuring that the date you're submitting the application is entered from the calendar.

28) Click next. On the summary page, you can see that the pages listed from the left-hand navigation bar are displayed here.

29) If they have a green checkmark, it means that all required fields were completed. If you have a red indicator with a number, it means that you've missed a required answer. Click on that line and it'll take you to the page and the answer that you missed on the form. Click on the answer and click Summary. You now have access to the Submit button. To submit this application, click Submit. The next step page tells you that if you would like to print a copy of the registration record for your own records, you can click on the Completed Form link.


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Introduction

Form

Student Information

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Declaration

Summary

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student Information	✓
Medical Information	✓
Contact Information	✓
Priority Information	✓
Permission/Consent Form	✓
Physical Education Form	✓
Declaration	✓

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