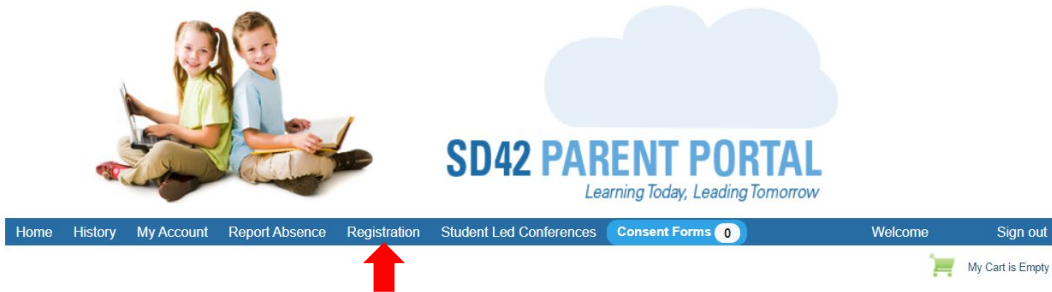## Uploading Supporting Documents

If you are required to provide supporting documentation to support a registration request, they can be uploaded securely via the Parent Portal directly to the school. This guide will take you through the process step-by-step, to make the process as simple as possible.

(1) Login to your SD42 Parent Portal Account and click on the "Registration" tab of the navigation bar.

(2) If one or more of your registrations require supporting documentation to be uploaded, this tab will appear and be selected for you. Please select the student you wish to upload documentation for.
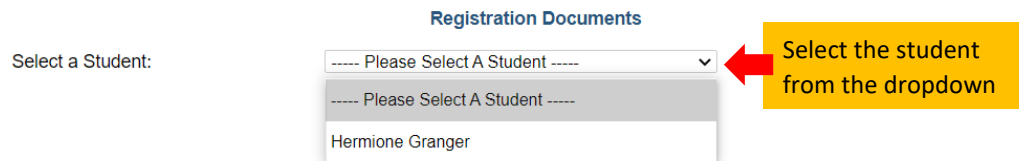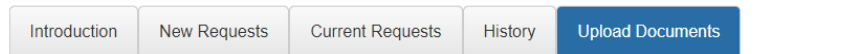
(3) Please select the type of documentation you wish to upload.
   a. These options may differ based on your individual application. All requested documents are required to be submitted. In this example we will upload Proof of Address.

Registration Documents

Select a Student: Hermione Granger

Select Document Type: ----- Please Select A Document Type -----

----- Please Select A Document Type -----

Proof of Address   Select the type of document to upload

Proof of Age

Proof of Daycare

(4) Additional instructions will be presented based on the type of documentation to be uploaded.
   a. Examples of accepted types of documentation can be viewed by clicking on the link
   b. Use the green "Upload Documents" button to open the upload popup

Registration Documents

Select a Student: Hermione Granger

Select Document Type: Proof of Address

Every parent registering a child must show proof of BC residency with **two** of the following:

1. BC Driver's Licence
2. BC Identification
3. Mortgage document or rental/lease agreement
4. Municipal/Utility tax bill
5. BC Services Card (Care Card)
6. Immigration Canada documents
7. Proof of employment

View Acceptable Document Types for Proof of Address

Upload Proof of Address Documents   View Uploaded Documents   Click here to view previously uploaded documents

(5) Once the upload popup has launched, instructions on how to upload files will be presented. Click the yellow "Select Document to Upload" button to open the file browser and select the file you wish to upload.

Upload Documents ☒

Proof of address documents for Hermione Granger

Click here to open your file browser ➡ Select Document to Upload

1. Select file to upload *(doc, docx, jpeg, jpg, pdf, png)* using the button above.
2. **Repeat** as required to select multiple documents.
3. Click the Upload button once **all** your documents have been selected.

(6) Select the files you wish to upload, individually, repeating the process until all desired files are listed in the popup.

Upload Documents ☒

Proof of address documents for Hermione Granger

Files to be uploaded will be listed here ➡
- BCDriversLicense.png ✗ Remove
- BCUtilityBill.jpg ✗ Remove

Select Document to Upload

1. Select file to upload *(doc, docx, jpeg, jpg, pdf, png)* using the button above.
2. **Repeat** as required to select multiple documents.
3. Click the Upload button once **all** your documents have been selected.

(7) Once all files have been selected, click the green "Upload" button to complete the upload.

(8) Repeat the steps above to submit all required supporting documentation to the school, and ensure your student is placed at the requested school.

Please be sure to add do-not-reply@info.sd42.ca to your safe senders list to ensure our messages do not end up in your junk/spam email folder(s). Should you wish to reach out with any questions or concerns, please reach us at portalhelp@sd42.ca.