

For New Students

Situation 1: If the student you require a PEN for is new to the Province or School System (i.e. kindergarten registrant) please ensure you have selected the check box indicating the student is new to the Province or School System. This sends your request directly to the ministry for review and bypasses the attempt match process. You will notice that once you select the check box, the buttons will change from "Attempt Match" to "Submit to Batch".



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Please select this option if the student you are entering is new to the Province or school system, this will send your request directly to the Ministry.

1) Enter the student's name as it appears on legal documentation:

Surname

First Name

Middle Name

[Click here if the student does not have a middle name on their legal documentation.](#)

2) Enter the student's name as they prefer to be called (if different):

Surname

First Name

Middle Name

3) Enter the student's birth date as YYYYMMDD (4 digit year, no spaces or slashes):

4) Enter the appropriate gender for the student:

Male Female

5) Enter the student's home postal code with no spaces (A#A#A#):

6) Enter the student number from your local student administration system: