

Appendix A

Intent to Register Documentation Checklist

The following documentation must be completed, signed, and provided to the school to complete the intent to register application process. Approvals is required prior to a student being admitted to class.

General Registration documents:

- _____ Student Registration Form – Elementary / Secondary / Continuing Education
- _____ Proof of Age Document (i.e., birth certificate)
- _____ Proof of citizenship (i.e., birth certificate, citizenship, or immigration documents)
- _____ Proof of Catholicity for a parent/ Legal Guardian, Child (i.e., Roman Catholic sacramental certificate, unless other consideration is being given)
- _____ Proof of Residency (i.e., utility bill) Note: Driver’s Licence is not acceptable as per Ministry of Education)
- _____ Application for Direction of School Support (ADSS) form (Elementary only)
- _____ Lease agreement (if applicable)
- _____ Health, Medical & Accident Form(s)
- _____ Use of Student Personal Information Form

Other Special Consideration Registration documents:

- _____ Citizenship Attestation Form
- _____ Other Faith, Non- Separate Supporters Statement and Form
- _____ Out of School Boundary Statement and Form
- _____ Out of Board Jurisdiction Statement and Form

In addition, schools are to receive clearance from the Public Health organizations regarding a student’s immunization status for International Student Registrations.