



Student Registration Checklist

Date: _____ PEN: _____ MyEdBC Pupil #: _____

Legal Last Name: _____	Legal First Name: _____
Usual Last Name: _____	Usual first Name: _____
Preferred Last Name: _____	Preferred First Name: _____
Date of Birth: _____	Year of Graduation: _____
Gender: _____	Preferred Gender: _____
Grade at Entry: _____	Former School: _____

The following checklist is to be completed at the time of registration to ensure a successful transition and compliance with legal obligations under the School Act and SD8 District Policy.

- Landed Immigrant/Permanent Resident (*intake at Welcome Centre*)
- Visa (Work/Study) (*intake at Welcome Centre*)
- International (*intake at Welcome Centre*)
- Refugee (*intake at Welcome Centre*)
- Citizenship of Student
- Citizenship of Parent or Guardian
- Out of Province (proof of Guardianship from BC resident)
- In-Catchment
- Out of Catchment
- Out of District



Welcome Centre is located at the School District 8 Board Office - International Department at 811 Stanley Street, Nelson, BC - Phone: 250-505-7015

DOCUMENTATION

- Proof of Student Age and Birth Place
 - Birth Certificate
 - Passport
- Medical (BC Services Card, or private insurance)
- Proof of Residency for Student and Parent to Catchment (must provide two)
 - Must Provide:
 - Mortgage or signed rental agreement or property tax notice
 - And:
 - Current Hydro Bill/License/Insurance
- Proof of Guardianship (Official Court Order or Ministry document) - must see original, not a copy.
- SD8 Registration form completed (address, guardianship, emergency contact, etc.)
- Immunization records provided

SCHOOL RECORDS:

- Does the student have an IEP From former school?
 - Previous School Name: _____
- Has the student been in specialty programing? (eg: Alternate, SPED, ELL, IB, etc)
 - Specify Programing: _____
- Are there medical or heath concerns?
 - Specify health Concerns: _____
- Have school records been provided or requested?
- Has an administrator contacted the previous school?

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COURSE SELECTION:

- Once documentation and registration process is complete (1-2 days), has course selection form been provided and completed?
- Has the student been accelerated or experienced any difficulties?
Specify: _____
- Is student taking online courses? _____
Specify: _____
- Are there courses for equivalency? _____
Specify: _____
- Does the student have a peer mentor to connect with in the first week?
Specify: _____
- Has the student been given a Student Handbook?

INTAKE MEETING WITH ADMINISTRATOR:

- | | | | |
|--------------------------|------------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | IEP | <input type="checkbox"/> | Medical or Health |
| <input type="checkbox"/> | Behavioral/Conduct | <input type="checkbox"/> | Alternate or Specialty Program |
| <input type="checkbox"/> | Agency Supports | <input type="checkbox"/> | ELL |
| <input type="checkbox"/> | Aboriginal Advocate present (AbEd) | <input type="checkbox"/> | |

CONTACTS AND SUPPORTS:

NOTES AND NEXT STEPS:

Student Registration form:

Please note if the registration form in the file is out of date, we would recommend a new one with updated and additional information be completed.

For more detailed instruction please refer to the [1701 requirements](#) by the Ministry of Education.

Administrator Signature

Date