

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.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Landed Immigrant/Permanent Resident (<i>intake at Welcome Centre</i>) |
| <input type="checkbox"/> | Visa (Work/Study) (<i>intake at Welcome Centre</i>) |
| <input type="checkbox"/> | International (<i>intake at Welcome Centre</i>) |
| <input type="checkbox"/> | Refugee (<i>intake at Welcome Centre</i>) |
| <input type="checkbox"/> | Citizenship of Student |
| <input type="checkbox"/> | Citizenship of Parent or Guardian |
| <input type="checkbox"/> | Out of Province |
| <input type="checkbox"/> | In-Catchment |
| <input type="checkbox"/> | Out of Catchment |

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

DOCUMENTATION

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Proof of Student Age and Birth Place
Birth Certificate
Passport |
| <input type="checkbox"/> | Medical (BC Services Card, or private insurance) |
| <input type="checkbox"/> | Proof of Residency for Student and Parent to Catchment
Must Provide:
Mortgage or signed rental agreement
And:
Hydro Bill/License/Insurance |
| <input type="checkbox"/> | Proof of Guardianship (Court Order or Ministry document) |
| <input type="checkbox"/> | SD8 Registration form completed (address, guardianship, emergency contact, etc.) |
| <input type="checkbox"/> | Immunization records provided |
| <input type="checkbox"/> | Status Card (as applicable) for aboriginal students |

SCHOOL RECORDS:

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

School District No. 8 Student Registration Checklist

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 has failed any courses?
Specify: _____
- Is student taking online courses? _____
Specify: _____
- Are there course 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"/> | Acceleration/Promotion | <input type="checkbox"/> | Held Back |
| <input type="checkbox"/> | Behavioral/Conduct | <input type="checkbox"/> | Guardianship Concerns |
| <input type="checkbox"/> | Agency Supports | <input type="checkbox"/> | Alternate or Specialty Program |
| <input type="checkbox"/> | Aboriginal Advocate present (AbEd) | <input type="checkbox"/> | ELL |

CONTACTS AND SUPPORTS:

NOTES AND NEXT STEPS:

REQUIREMENTS FOR SUPPORT:

- High (Tier 3) Medium (Tier 2) Low (Tier 1)

Administrator Signature

Date