

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>Student Registration</b>	<b>300-1</b>

## Purpose

To establish the application procedure for registering students in a regular catchment school.

## Application Dates

1. Kindergarten registrations open the first week in February for the kindergarten classes starting in September.
2. Registrations for grades one to twelve are accepted throughout the year.

## Procedures

1. Parents are to determine which catchment elementary, middle, secondary, or program of choice school their child should attend. The link to this information is available on the District's website [www.mpsd.ca](http://www.mpsd.ca) or through the following school locator website. Enter the home address.  
<https://www.mybaragar.com/index.cfm?event=page.SchoolLocatorPublic&DistrictCode=BC75>
2. Complete a **K-12 Student Registration Form**.
3. Take the completed registration form to the catchment area school, along with the following documentation:
  - a. **Student's Proof of Age**
    - o Examples: Birth Certificate, Passport, BC Services Card, Permanent Residence Card, Aboriginal Status Card, Baptismal Certificate, Certificate of Citizenship, or Immigration Canada Document.
  - b. **Parent/Guardian's Proof of Residency in BC**
    - o Examples: Driver's License, BC Services Card, Municipal Tax Bill, Rental Agreement, Utility Bill.
      - Note: This is required for Ministry of Education funding purposes
  - c. **Proof of Physical Home Address**
    - o Examples: Parent's Driver's License, Mortgage Statement, Municipal Tax Bill, proof of purchase of residence, Rental Agreement accompanied with utility bill, credit card invoice, letter stating current address notarized by a lawyer or notary public.
      - Note: this is required to confirm the catchment school
4. Non-catchment school registrations:
  - a. Students wanting to register for a School of Choice must apply to the School of Choice. Students approved to register in a School of Choice will be notified by the School of Choice to register at that school. All other registrations must be submitted to the regular catchment school.
  - b. Students wanting to register for a school that is not their catchment school must submit to their catchment school a **Cross Boundary Application Form**, in addition to the registration form.
5. Students transferring to a Mission Public School
  - a. The catchment school will contact the transferring student's school in the other school district to obtain the students records.

**Date of Original Superintendent Approval:**

**Date Amended:**

*Cross Reference: Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy*  
*K – 12 Student Registration Form*  
*Cross Boundary School Application Procedure*  
*Cross Boundary Application Form*  
*School of Choice Application Procedure*

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