

Section:	School Administration	
Title:	Catchment School Student Registration Process	3.1.1

Purpose

To establish the application procedure for student registration with Mission Public Schools in a regular catchment school.

Application Timelines

1. Kindergarten registrations open in mid-January for the kindergarten classes starting in September.
2. Registrations for grades one to twelve are accepted throughout the year.

Procedures

1. Parents / Legal Guardians are to determine which catchment elementary, middle, secondary, or program of choice school their child should attend. For information on schools of choice, see Administrative Procedure 3.1.3, School of Choice Application.
2. To determine the catchment school, enter your address into the school locator and search the nearest school that serves your address. The link for the school locator website is available on the Schools & Programs tab on www.mpsd.ca website. For direct access, click the following link: [MPSD School Locator](#)
3. Complete the K-12 Student Registration Form.
4. For the purpose of provincial funding and in accordance with **section 82** of the *School Act* staff will need to verify specific documentation for proof of age and residency.
5. Present the completed registration form to the catchment area school, along with the following documentation:
 - a. **Proof of Age**
 Proof of student age must be provided.
 A child's birth certificate is the preferred document for proof of age. Staff will retain a copy of the student's birth certificate for confirmation with the Ministry of Education as required. No copies of other documentation will be retained.
 - o Examples of accepted proof of age: Birth Certificate, Passport, Permanent Residence Card, Indigenous Status Card, Baptismal Certificate, Certificate of Citizenship, or Immigration Canada Document.
 - b. **Proof of Residency**
 The school district must confirm that the child and the child's parent(s) or legal guardian(s) are ordinarily resident in British Columbia to qualify for Ministry funding. Documents will be reviewed and confirmed by school staff, but no documents or copies of documents will be retained by the school.
 - o Examples: Parent / Legal Guardian Driver's License, Parent / Legal Guardian BC Services Card (photo version only), Municipal Tax Bill, Rental Agreement accompanied with utility bill (Hydro, Gas, or Cable bill). See Residency in British Columbia procedure for more information.
 - c. **Proof of Physical Address**
 Proof of residency within the school catchment is also required to confirm eligibility to attend the catchment school. A document must be presented to school staff to confirm residency within the school catchment.
 - o Examples: Parent / Legal Guardian Driver's License, Mortgage Statement, Municipal Tax Bill, proof of purchase of residence, Rental Agreement accompanied with utility bill (Hydro, Gas, or Cable bill), credit card invoice, letter stating current address notarized by a lawyer or notary public.

6. Should the Ministry of Education request to verify a student's information, school staff may contact the parents or legal guardians at a later date to obtain a copy of the student's legal documentation to supply to the province.
7. If, at the time of application, the catchment school does not have room for the student, the student will be:
 - a. placed on a wait list for the school, and
 - b. placed in another school for the remainder of the year. This placement will be facilitated by the catchment school principal, in consultation with the Assistant Superintendent.
8. If a placement at the catchment school becomes available during the current school year, notification will be provided to families on the waitlist. The family may accept the catchment school placement or remain at their current school for the remainder of the year. After the current school year, the student will be placed at their catchment school. If a family would like to remain at their non-catchment school, they will need to complete a cross boundary request, which would be considered in accordance with AP 3.1.2 Cross Boundary Application Process.

Approved by the Superintendent: January 2018 (formerly 300-1)

Date Amended: June 2024

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy K – 12 Student Registration Form](#)
[Cross Boundary School Application Process Procedure](#)
[Cross Boundary Application Form](#)
[School of Choice Application Process Procedure](#)
[School of Choice Application Form](#)
[Residency in British Columbia Procedure](#)*