

# REGISTRATION

## Document Guide/Checklist for Parents/Guardians

Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared lands of the Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'ewlets and Qwó:lt'el First Nations, stewards of this land since time immemorial. Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.



We look forward to welcoming your child to Mission Public Schools. The following provides information on registering your child in our district.

For additional information on registering your child, please refer to [Student Registration Process Administrative Procedure](#)

### Step 1: Determine Your Child's CATCHMENT School

To find your catchment school, use the [School Locator Tool](#) on the district website.  
(www.mpsd.ca > Schools > Locate Your School > Click on the School Locator Image and Follow Instructions).

### Step 2: Complete the Registration Package

Download and complete the Registration Package from the district website. (www.mpsd.ca) > Schools > [Register for School](#)  
> [Registration Package](#):

- ☐ K-12 Registration Form (to complete)
- ☐ Request for Release of Student File (to complete)
- ☐ Digital Tools, Platforms, Media, Internet Consent Form (to complete)
- ☐ Walking Field Trip Form (to complete)
- ☐ SchoolCash Online (please register)
- ☐ Siwal Si'wes Consult Form 2025 2026
- [Student Registration Process Administrative Procedure](#)
- [Cross-Boundary School Application Process Procedure](#)
- [Internet, Network, and Wi-Fi Access for Students Procedure](#)

If you do not have access to a computer or printer, the (catchment) school will provide the documentation.

### Step 3: Gather Documents Required for your Child's Registration

#### a. PROOF OF CHILD'S AGE (one of the following):



- ☐ Canadian Birth Certificate
- ☐ Passport
- ☐ Certificate of Citizenship
- ☐ Immigration Canada Documents
- ☐ Permanent Resident Card
- ☐ Indigenous Status Card
- ☐ Driver's License/BC Services Card (if over 19)

#### b. PROOF OF LEGAL GUARDIANSHIP (one of the following):



- ☐ Birth Certificate (**LONG** Version with Parent Names)
- ☐ Landed Immigrant Document
- ☐ Guardianship Order
- ☐ Income Tax Statement (Children are Declared)

#### c. PROOF OF RESIDENCY (Parent/Legal Guardian / one of the following):



- ☐ BC Driver's License
- ☐ BC Services Card (Personal Health Number)
- ☐ ICBC Registration
- ☐ Employment Pay-Slips
- ☐ Municipal Tax Bill
- ☐ Utility Bill
- ☐ Rental Agreement along with:  
(Current Slips)
- ☐ Hydro
- ☐ Gas or
- ☐ Cable Bill

#### d. PROOF OF PHYSICAL ADDRESS (to confirm catchment school / not required for schools of choice):



- ☐ BC Driver's License
- ☐ Proof of Purchase of Residence
- ☐ Municipal Tax bill
- ☐ Notary Authorized Letter
- ☐ Mortgage Statement
- ☐ Rental Agreement Accompanied with:  
☐ Hydro ☐ Gas or ☐ Cable Bill

### Step 4: Take Registration Forms and Required Documentation to your Child's CATCHMENT School

- If you are currently out of the country, please wait until returning to Mission before registering.
- If you have registered your child for Kindergarten during the January online registration week, please wait to be called by the school for an appointment to bring in your registration form and documents.