

Section:	School Administration	
Title:	Student Registration Process	300-1

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 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 300-3, School of Choice Application.
2. To establish the catchment school, you will need to 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 at www.mpsd.ca for direct access, copy and paste the link below into your web browser:
<https://www.mybaragar.com/index.cfm?event=page.SchoolLocatorPublic&DistrictCode=BC75>
3. Complete the K-12 Student Registration Form.
4. In accordance with **section 82** of the *School Act* staff will need to verify specific documentation for proof of age and residency.
5. Submit the completed registration form to the catchment area school, along with the following documentation:
 - a. **Proof of Age**
 - o Examples: Birth Certificate, Passport, BC Services Card (photo version only), Permanent Residence Card, Aboriginal Status Card, Baptismal Certificate, Certificate of Citizenship, or Immigration Canada Document.
 - o Staff will take a photo copy of the student's Birth Certificate in case the Ministry Requests this inf
 - b. **Proof of Residency**
 - o Examples: Driver's License, BC Services Card (photo version only), Municipal Tax Bill, Rental Agreement, Utility Bill.
 - c. **Proof of Physical Address (catchment area schools only)**
 - 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.

Should the Ministry of Education request to verify a student's information, school staff will contact the parent or guardian at a later date to obtain a copy of the student's legal documentation to supply to the province.

6. 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.
7. 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: January 2018

*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](#)*