

REGISTRATION: A Document Guide/Checklist for Parents/Guardians



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 Administrative Procedure 3.1.1, Section 5.

Welcome

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 SchoolLocator 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.

(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 Document
- Employment Pay-Slips
- Municipal Tax Bill
- Utility Bill
- Rental Agreement Accompanied 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 Child's CATCHMENT School to Register

- 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 on-line registration week, please wait to be called by the school for an appointment to bring in your registration form and documents.