



New Student Registration

A Checklist for Elementary Secretaries



Please note: Programs are not assigned to pre-registered students until AFTER the End of Year Rollover (EOYR)

Student Name: _____

Grade: _____ **Registration Date:** _____ (DD-MTH-YEAR)

- Proof of Age provided and copy taken for student G4 file
- Proof of Residency presented and reviewed
- Proof of Physical Address presented and catchment confirmed
- Legal Alert identified and documentation provided for the G4 file
 - Legal Alert & Inclusion entered in MyEd
- Life Threatening Medical Alert identified
 - Medical forms completed if required
 - Medical Alert & Inclusion entered in MyEd
- Student is identified as Special Needs with a current Designation
 - Executive Assistant, Student Services, has been notified
 - Administrative Assistant, Data Systems, has been notified
 - LST Teacher has been notified
- Student is identified as Indigenous
 - Siwal Si'wes Consultation form has been completed
 - Indigenous Liaison Worker has been notified
- The "For Office Use Only" section of Registration Form has been completed in full
- A Student Records Request form has been signed and emailed/faxed to applicable school
- Student registration has been entered into MyEd & courses attached for Attendance + XAT
 - Proof of Age box and Proof of Address box have been ticked
 - Applicable Programs (ie Core French, Indigenous Programs, etc. have been added)
- A Classroom has been assigned. Classroom Division Number: _____
- The Teacher-Librarian has been notified so student can be added to Library Program
- New student computer username and passcode has been provided to the teacher
- File has been received and forwarded to Principal with a "File Intake" form attached

Additional Notes: