

## How to Register a Student at Chinguacousy Secondary School

- A. Student completes a 'Student Questionnaire' form. To do this you can:
- Come in person to the Guidance Office and complete the form
  - Copy the form, complete it, and then FAX (905)791-1290 to the attention of the Guidance Department **OR** bring it in person to the Guidance Office
  - Contact Mrs. Fletcher in the Guidance Office (905)791-2400 ext. 4
- B. An **appointment** is made to register the student. Contact Mrs. Fletcher in the Guidance Office (905)791-2400 ext. 4 for assistance. The student(s) and their parent/guardian attends the appointment.

The following **documentation** MUST be brought to the appointment:

1. **PROOF OF ADDRESS** in Peel District School Board

*Please note: Driver's License is not acceptable*

*One of the following:*

- Purchase Agreement
- Utility Bill
- Property Tax Assessment
- Bank Statement (with envelope processed by Canada Post)
- Credit Card Statement
- Formal Lease/Rental Agreement
- Bell Canada or Cable Hook-up order

2. **PROOF OF CANADIAN CITIZENSHIP**

*One of the following:*

- Birth Certificate
- Birth Registration Card
- Citizenship Card
- Citizenship Certificate
- Canadian Passport
- Record of Landing IMM 1000
- Permanent Resident Card
- Admission Letter (from School Services)

3. **IMMUNIZATION RECORDS** (if outside of Peel)

- Yellow Card   OR   Records from elsewhere  
AND           Peel Health Form (obtained from Guidance)

4. **HEALTH CARD**

5. **ACADEMIC DOCUMENTATION**

- Transfer Forms (if from a Peel District School Board school)

AND

- Student Transcript

OR

- Grade 8 Report Card Only (incoming grade 9 only)

AND WHERE APPLICABLE

- most recent Report Card
- Literacy Test Results
- Record of Community Involvement

6. **PROOF OF CUSTODY** (where applicable)

- C. The 'Student Information Form' must be completed and signed by a parent/guardian. This form can be obtained when the registration appointment is made or can be printed from this website.