BRANT HALDIMAND NORFOLK
Catholic District School Board

REGISTRATION INSTRUCTIONS FOR GRADES 10 TO 12
Non – BHNCDSB Students

Welcome to Assumption College School!
We are excited to welcome you to the Lion's Den! The registration and course selection process are the first steps in your journey to becoming an Assumption Lion. Registering and choosing your courses is easy:

1. Complete our Registration/Course Selection Package.
2. Submit your package and all supporting documents electronically for review.

Documents to Gather in Advance

There is a checklist in the registration file package that will indicate documentation that the school requires. These documents are necessary to complete the Registration Process and **must be provided by you as part of your Registration Package**. Please gather the items below in advance of beginning the electronic registration process as you may need to refer to them or provide digital formats/copies of them.

- Birth Certificate. Note: If you were born outside of Canada, in addition to your birth certificate, we ask that you also provide copies of:
    - Citizenship Certificate/Record of Landing (IMM 1000) or passport.
    - Permanent Residence Card.
- Proof of Residence Documentation/Address. Please note that a **driver's license cannot be used as proof of address**. You will need to provide a utility bill, property tax form, lease agreement, etc.
- Proof of Custody (if applicable).
- Individual Education Plan (IEP) and/or Individual Placement Review Committee Report (IPRC) (if applicable).
- Most recent report card.
- Transcript from current high school.
- Status Sheet/Credit Counselling Summary from current high school.
- Attendance Record from current high school.

Registration and Course Selection Process: Getting Started and Submitting

- When you download and open our registration package (link below), you will need to complete all highlighted fields.
- IMPORTANT: You need to save the file as a '.**pdf Portfolio**'. Please include the students full name in the saved filename.
- You can enter the information in the fields online and save the file. You will then submit it, along with all supporting documentation, to the school via email. You can also simply print the file, complete by hand, and then submit via email. If you do not have access to a printer and need a paper copy, please contact our Guidance Department (kdickson@bhncdsb.ca or at: 519-751-2030, Ext. 234).
- If you begin filling out the forms online and need to stop, no worries! Save the file where you can access it later and resume the process.
- Where you see a signature is required, a parent/guardian must enter a digital signature or leave it blank and sign the printed form. The Student Information and Communications Technology Use Agreement also includes a signature line for the student.

- You will need to submit all required supporting documents along with your Registration Package to the provided email address. Packages that arrive without the supporting documents will not be processed.
- Grades 10 to12 registrants require a meeting with a Vice-Principal prior to acceptance and completion of the registration process. Upon receipt and review of the registration package, a Vice-Principal will contact you.

Who do I contact for help?

- If you have any issues with this process or require an alternate format, please contact Kelly Dickson by email at kdickson@bhncdsb.ca or 519-751-2030, Ext. 234.
- For technical support, please contact our Information Technology Help Desk at: 519-756-6505 ext. 711 or by emailing helpdesk@bhncdsb.ca. Please leave a message and their staff will return your call.

To Register

1. Complete the Registration Package. The package can be completed online or by hand and scanned back to the email provided. **Please ensure all areas/pages are signed where required!**
2. Email your completed package and all required supporting documents to kdickson@bhncdsb.ca.

Instructions for Out-of-Boundary Registration

If your residence is not within the Assumption College School boundary, you will need to provide an 'Application for Out-of-School Boundary Attendance' form in addition to our full Registration package. To confirm the school designated for your place of residence, visit our School Locator found on the Student Transportation Services webpage.

Notice of Collection

The information on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56). The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234).