

New Registration Instructions for Summer 2020

PLEASE NOTE: Markville Secondary School is closed to Transfers. No student can register under any circumstances unless they live within our boundaries. To check if you are within our boundaries, use the YRDSB School Locator Tool:

<http://www.yrdsb.ca/schools/pages/school-locator.aspx>

The parent/legal guardian must be living at the same address with the child.

FOR FAMILIES NEW TO THE PROVINCE OF ONTARIO, YOU MUST CONTACT THE YRDSB RECEPTION CENTRE FOR INSTRUCTIONS AND DIRECTION. YOU DO NOT APPLY DIRECTLY TO MARKVILLE UNTIL THIS IS DONE. THE RECEPTION CENTRE WILL COLLECT YOUR DOCUMENTATION AND YOU WILL LIKELY BE SCHEDULED FOR AN ACADEMIC ASSESSMENT OF ENGLISH LANGUAGE AND MATHEMATICS. Reception Centre Link:

<http://www.yrdsb.ca/AboutUs/Departments/ISCS/Pages/Reception-Centre.aspx>

PLEASE NOTE: Markville is closed during the summer due to COVID-19. Please check the school website regularly for updates on the school closure. There will be no one available to take phone messages. Communication with the school must occur via email: markville.ss@yrdsb.ca. If you reside in our boundaries and would like to proceed with the registration of your child, **please read all of the information carefully below (2 pages).**

You first must fill out a **printable YRDSB Registration Form for Secondary School:**

<http://www.yrdsb.ca/AboutUs/Policy/Documents/FOR-schooladmission-163-02.pdf>

This form can be scanned and attached to an email to the Markville Secondary School main email address: markville.ss@yrdsb.ca

The **Title of your Email should read: REGISTRATION REQUEST FOR 2020-2021**

Indicate in the email:

- Parent/Guardian Name and Contact Phone Number
- Name and Grade (2020-21) of the Student
- Attach Registration Form (print clearly and completely so it can easily be read by school personnel)

If your address is within our boundary, you will be notified by email to proceed with collecting the required documentation. (If you do not reside in our boundary, you will be notified as to which school is your home school)

A Registration Appointment for late August or early September will be assigned to you during the summer (likely in August). Face-to-face Registration Appointments will be conducted if it is safe to do so.

At your Registration Appointment you will be required to show all of the following documentation prior to registering at our school.

- 1. Bring your completed paper copy of your Registration Form.**
- 2. Proof of Address - one item from Category A and one item from Category B**

CATEGORY A: (Provide one of the following documents from the list below)

- If you are the homeowner: the tax assessment from your home OR the top portion of a tax bill showing your name and address
- If you are moving into our area: the agreement to purchase the home plus a proof of purchase provided PRIOR to the student beginning school
- If you are renting/leasing in our area: the tax assessment or top portion of the tax bill from the owner of the dwelling, as well as a current rental/lease agreement indicating the home owner's name (landlord) and the parent/guardian's name (tenant)

CATEGORY B: (Provide ONE document from the list below that includes the name of the child's parent/guardian and the address provided in the Registration Form)

- Child Tax Benefit Statement
- Employee Record (pay stub or letter from employer on company letterhead)
- Income Tax Assessment (most recent)
- Insurance Policy (home, tenant, auto or life)
- School, College or University Report Card or Transcript (for parent)
- Statement of Direct Deposit for Ontario Works
- Statement of Direct Deposit for Ontario Disability Support Program
- Statement of Employee Insurance Benefit Paid T4E
- Statement of Old Age Security T4A (OAS) or Statement of Canada Pension Plan Benefits T4A (P)
- Utility Bill Received by Mail (home telephone, cable TV, public utilities commission, hydro, gas, water)
- Workplace Safety and Insurance Board Statement of Benefits T5007
- Canada Pension Plan Statement of Contributions

3. Academic Records

- Copy of Previous Report Cards from Grade 8 or Previous High School Credits Counselling Summary (CCS) if possible or previous report cards
- Copy of Special Education Paperwork - psychological Report or IEP (if applicable)
- Attendance Information (if available)

4. Other

- Custody papers, if applicable