

Registration Process

Step 1: Using the [school locator](#) on the YRDSB website, verify that we are your home school using your home address. Any requests for [transfer](#) will be arranged through your home school.

Step 2: Download and complete the [Secondary School Registration Form](#) or if you are coming from an YRDSB school ask the main office for a Student Registration Verification Form.

Other documents required, **if applicable:**

- Any assessments to support the student's placement
- Any legal documents related to custody
- [Staff Administration of Medication](#)
- [Self-Administration of Medication](#)
- [Anaphylaxis Health Care Plan](#)
- [Asthma Health Care Plan](#)
- [Diabetes Health Care Plan](#)
- [Epilepsy Seizure Disorder Health Care Plan](#)

Step 3: Find the **original** supporting documents to bring to your appointment:

Proof of Name, Gender, and Date of Birth:

One document from the list below:

- Birth Certificate/Statement of Live Birth (long form with seal) / Birth Registration/Baptismal Certificate
- Passport (current)

Proof of Address:

Two documents, one from each category below:

Category A

- Property Tax Bill / MPAC Notice of Assessment
- Purchase and sale agreement, including proof of purchase and closing date, provided before the student attends the school (must be current - within past year)
- Bank Statement/Financial letter: must be stamped by Financial Institution – financial details can be obscured (must be current – within two months)
- Any CRA document (must be current – within past year)

Category B

- Utility Bill/e-Bill (hydro, gas, water, residential phone/cable/internet Bill, insurance policy – home, tenant or auto)
- Any CRA document, IF NOT USED FOR CATEGORY A.

The following are not acceptable:

- Driver's License, Health Card, Lease or Rental Agreements, Credit Card Statement or Cell Phone Bill/e-Bill

For Course Placement:

One document from the list below:

- * Transcript
- * Recent Report Card
- * Credit Counseling Summary

Step 4: Please contact us by email at stouffville.dss@yrdsb.ca or call 905-(905) 640-1433 for an appointment.

Step 5: Attend your scheduled appointment. Please let us know if you require a translator and ensure you bring the original copies of all of your supporting documents with you.