

Grade 9 – 12 Registration Checklist

Registrations will be accepted starting February 15th and will be numbered, date/time stamped in the order received.

Please complete and return all documents at the same time. Incomplete registration packages will not be processed. **Use this checklist to make sure you have the complete package before submitting it.**

- Completed 3-page registration form. Please ensure the parent/guardian has signed all necessary documents.
- Copy of the students' birth certificate or passport.
- Copy of parent/legal guardians' birth certificate, passport, or citizenship card.
- The biological parent/legal guardian must show proof of residency, and provide ONE of the following:
 - Mortgage document
 - Rental or Lease agreement
 - Property Sale agreement
 - Property Tax notice
 - Utility Bill
 - Home Insurance document
- In addition, ONE of the following documents containing the name and address of the parent/guardian:
 - Child Tax credit
 - Current year T4 (*or another government issued document such as an MSP bill – Driver's Licenses will NOT be accepted*)
 - Current Income Tax assessment
 - Vehicle Insurance
- Copy of the students' CareCard (front and back).
- Copy of the students' most recent report card.
- Additional consent forms:
 - Bring Your Own Device (BYOD)
- Course selection sheets are provided in this package and the complete course guide can be found online under the "student services" tab on the ATSS website. New students must complete the paper form. Only existing students course plan online. ***Please note, specific course availability is subject to change for September 2023.***

If you are applying for second semester, please include your current timetable

PARTIAL REGISTRATION PACKAGES WILL NOT BE ACCEPTED

Registration packages MUST be complete, meaning all the required documents are attached. When you have submitted a complete package, the information will then be passed onto our administration team. Course availability will determine how many students will be accepted for the school year. You will be notified as to your potential acceptance once this information has been determined.

FOR OFFICE USE ONLY

Received by: _____

Date: _____

Approved: Yes No

Admin Signature: _____

Date: _____