

Counsellor Checklist:

- Completed a reference check (i.e. most recent school)
- Gathered most recent courses and related marks
- Arranged a School Based Team/Intake Meeting, if necessary
- Discussed course selections/completed form below
- Referred the student to an administrator

Signed the 'Enrolment Application Form' and circled Approved or Denied

Administrator Checklist:

- Completed reference check (i.e. most recent school)
- Interviewed
- Arranged a School Based Team/Intake Meeting, if necessary
- Signed the **'Enrolment Application Form' and circled Approved or Denied**
- Send the form back to the Registration Secretary

Enroll student and refers back to counselling for Course Timetabling

COURSE CODE	PERIOD	TEACHER
ALTERNATE:		
COUNSELLOR'S SIGNATURE:		

CHILLIWACK SECONDARY SCHOOL REGISTRATION PROCESS

Student meets with the Registration Secretary in the office area. The Registration Secretary will then:

- Request a report card from the most recent school
- Request a copy of the birth certificate/landed immigrant papers/visa
- Request a proof of Residency
- Request a withdrawal form from most recent school, if the student withdrew during the school year
- Have the student complete an 'Enrolment Application Form'
- It is the responsibility of the student and/or parent to provide the above information. **The registration process will not continue until the student has the above information.** Previous schools can fax information to: (604) 795-7236 Attention: Grade Counsellor

Upon receipt of the 'Enrolment Application Form', a Counsellor will:

- Complete a reference check (i.e. most recent school)
- Gather most recent courses and related marks
- Refer the student to an administrator if necessary
- Arrange a School Based Team/Intake Meeting if necessary
- Special program/learning needs – Counsellor
- ESL (referred to District Principal – Special Education – Counsellor
- Student has been asked to leave school for any reason, e.g. attendance, lack of effort, violence, drugs, alcohol, weapons etc. - administrator
- Attended an alternate school/program, including Chance/Ed. Centre/FVDE – administrator
- Previously at-risk and returning to Chilliwack – administrator
- International student (referred to Principal) – administrator
- Age appropriate (19 and older) – administrator
- Living Independently - administrator
- Less than eight courses – administrator

Sign the 'Enrolment Application Form'

- The student will then be sent to the appropriate administrator

Upon receipt of the 'Enrolment Application Form', a school administrator will:

- Interview – approve or deny application
- Arrange a School Based Team/Intake Meeting, if necessary
- Complete a reference check (i.e. most recent school)
- Sign the 'Enrolment Application Form'
- Send the form back to the Registration Secretary

Upon receipt of the signed form the Registration Secretary will:

- Enroll the student
- **Remind the student/parent/guardian that fees must be paid upon registration**
(if registering after September 30)

Upon completion of the above steps, the Counsellor will:

- Meet with the student to discuss course selections and timetable the student
- Supply the student with the student agenda package
- Communicate with teachers with respect to the student's needs, marks, etc.
- Arrange for a student to 'orient' the new student
- Send the completed 'Enrolment Application Form' to the Registration Secretary for enrollment, and requesting records

REGISTRATION PROCESS

