

Student Name: _____

Checklist for New Registration and Transfers to MM Robinson High School

Any student who wishes to register or transfer to MM Robinson High School must provide the following **ORIGINAL and Current** documents: Office Initials

Completed Halton District School Board Registration Form _____

Completed Application for Transfer to MMR (not required for Elementary student) _____

Copy of the student's academic history _____

- Secondary Students: Credit Counselling Summary/Transcript (+ report card if possible)
- Elementary Students: Report Card

Verification of Legal Name and Date of Birth as it appears on _____
Original Legal Document (Circle 1) (Birth Certificate, Passport, Citizenship, Immigrations Papers OR Other _____)

Citizenship Documentation (if NOT a Canadian Citizen, proof of the Student's status in Canada and proof of the parent's status in Canada) _____

Proof of residence within MMR Boundary Two (2) Original and Current of : _____
(please circle 2) (Lease or Deed, Utility Bill, Property Tax Bill, Motor Vehicle Ownership/Insurance, Interim Property Tax Bill, Bank Statement, Credit Card Statement, Government Correspondence Letter, Tax Assessment, Municipal, Federal or Provincial Government Correspondence Letter) *Photocopies accepted

****all of the above documentation must be verified either in person or digitally. Once verified all digital copies will be securely destroyed****

Custody/Guardianship If the student is **NOT** living with BOTH parents, _____
proof of guardianship or custodial papers must be provided,
as well as address and contact info for BOTH parents.

Course Selection Sheet _____

Prior ESL Instruction? YES _____ NO _____
SPED YES _____ NO _____
MEDICAL PLAN YES _____ NO _____

Please note: A student is NOT considered registered with the Halton District School Board without all of the applicable documentation presented in their original form at the time of registration. A review of the Student Registration Form and documents will be made by Administration. Please complete ALL sections of the Registration Form. Forms may be returned if not fully completed.

Admin. Signature: _____ Date: _____

Guidance Counsellor Signature: _____ (see back of sheet for further comments and considerations)