



Head of Guidance: Ms. Andrea Hyde (A-G) (hydea@hdsb.ca)
Counsellor: Ms. Candace Wrigglesworth (H-K) (wrigglesworc@hdsb.ca)
Counsellor: Ms. Anna Millington (L-N) (millingtona@hdsb.ca)
Counsellor: Ms. AJ Abdul (O-Z) (abdula@hdsb.ca)

Website: <https://ems.hdsb.ca/student-services> Instagram: elsiemacgillhdsb Twitter: @EMacGillHDSB

INFORMATION REQUIRED FOR REGISTRATION

(Including emancipated Students 16 years +)

- ☐ **Student Registration Form** (Please include address of both Custodial & Non-Custodial parents)
- ☐ **Proof of Address – Any 2 of the following current documents:**
 - Property tax bill/MPAC notice of assessment
 - Purchase and sale agreement, including proof of purchase and closing date OR -Official Ontario Residential Tenancy Agreement (not one that is hand-made by the landlord)
 - Bank statement/financial letter from a Canadian Financial Institution, stamped by the financial institution
 - Any CRA document (i.e., Notice of Assessment, Canada Child Benefit, Goods and Services tax/Harmonized sales tax (GST/HST credit), Housing Benefits
 - Utility bill/e-bill (i.e., hydro, gas, water, residential phone, cable, internet, insurance policy-home, rental or auto)(must be current - within two months) - only one from this category can be used;
 - Other official Provincial or Federal government documents
- ☐ **Proof of Custody/Guardianship Court Order** (If applicable)
- ☐ **Proof of Age** – Birth Certificate/Passport/PR card
- ☐ **Immigration Records** (if born outside of Canada and not a Canadian Citizen)
- ☐ **Reports:**
 - ☐ **Mid Term/Final Report Card** (Gr 8 registrants)
 - ☐ **IEP** (Individual Education Plan - if applicable)
 - ☐ **ELL Profile** (Multilingual Learner Profile - if applicable)
- ☐ **Transcript/Graduation Summary/Student Status Sheet** (if coming from another secondary school)
- ☐ **Course Selection Sheet Gr 9; Course Selection Sheet Gr 10, Gr 11, and Gr 12**
- ☐ **Medical:** If your child is affected by Diabetes, Asthma, Anaphylaxis, Seizure Disorders or requires prescription medication on a routine or emergency basis please let a School Administrator know this information.

Additional Information for you: Please see the following links for additional information:

- Immunizations: [Report Your Immunizations](#) with Halton.ca
- Busing: [Am I eligible for the bus?](#) [How is transportation set up for my child?](#)
- New to Canada and want to Register for school: [Welcome Centre Registrations](#)
- Communication/Reporting Absences: [School Messenger Information](#)

Please send all required documents ☞ to the Guidance Admin Assistant: Ms. Heather Dancyger (dancygerh@hdsb.ca) or bring them directly to the school office