Instructions for BHNCDSB Students Joining Us

If you currently attend a BHNCDSB elementary school, our staff will have already communicated with you or your teacher. We have most of your registration information except for a few forms that you will need to fill out, and most importantly, your course selections!

Please expect a visit by our secondary guidance staff to your virtual/online grade 8 classroom soon! They are excited to join your online class and will provide all the information you require to help you select your courses. They can also answer questions that you might have.

Instructions for Non-BHNCDSB Students Joining Us

We are excited to welcome you to St. John's College! The registration and course selection process is the first step in your journey to becoming a Green Eagle. Registering and choosing your courses is easy:

1. Complete our Registration/Course Selection Package.
2. Submit your package and all supporting documents electronically for review.

Documents to Gather in Advance

There is a checklist in the registration file package that will indicate documentation that the school requires. **These documents are necessary to complete the Registration Process and <u>must be provided by you as part of your Registration Package</u>**. Please gather the items below in advance of beginning the electronic registration process as you may need to refer to them or provide digital formats/copies of them.

- Birth Certificate. Note: If you were born outside of Canada, in addition to your birth certificate, we ask that you also provide copies of:
    - Citizenship Certificate/Record of Landing (IMM 1000) or passport.
    - Permanent Residence Card.
- Proof of Residence Documentation/Address. Please note that a **driver's licence cannot be used as proof of address.** You will need to provide a utility bill, property tax form, lease agreement, etc.
- Proof of Custody (if applicable)
- Individual Education Plan (IEP) and/or Individual Placement Review Committee Report (IPRC) (if applicable)
- Most recent report card

Registration and Course Selection Process: Getting Started and Submitting

- When you download and open our registration package (link below), you will need to complete all highlighted fields.
- IMPORTANT: You need to save the file as a **'.pdf Portfolio'**. Please include the students full name in the saved filename.
- You can enter the information in the fields online and save the file. You will then submit it, along with all supporting documentation, to the school via email. You can also simply print the file, complete by hand, and then submit via email. If you do not have access to a printer and need a paper copy. Please reach out by contacting: our Guidance Department (bspiers@bhncdsb.ca or 519-759-2318 ext. 214)
- If you begin filling out the forms online and need to stop, no worries! Save the file where you can access it later and resume the process.

- Where you see a signature is required, a parent/guardian must enter a digital signature or leave it blank and sign the printed form. The Student Information and Communications Technology Use Agreement also includes a signature line for the student.
- **You will need to submit all required supporting documents along with your Registration Package to the provided email address. Packages that arrive without the supporting documents will not be processed.**

Who do I contact for help?

- If you have any issues with this process or require an alternate format, please contact Beth Spiers by email at bspiers@bhncdsb.ca or 519-759-2318 ext. 214
- For technical support, please reach out to our Information Technology Help Desk by calling 519-756-6505 ext. 711 or by emailing helpdesk@bhncdsb.ca. Please leave a message and their staff will get back to you.

To Register

1. Access our REGISTRATION PACKAGE. Fill it out online and save it or print the file, fill out by hand and scan. (don't forget to have everything signed!).
2. Email your completed package and all required supporting documents to bspiers@bhncdsb.ca

Instructions for Out-of-Boundary Registration

If your residence is not within the St. John's College boundary, you will need to provide an 'Application for Out-of-School Boundary Attendance form in addition to our full Registration package. To confirm the school designated for your place of residence, visit our School Locator found on the Student Transportation Services webpage.