

# E-REGISTRATION PROCESS

<p><b>STEP 1</b></p>	<p><b>What you need to register:</b></p> <ul style="list-style-type: none"> <li>• A valid email address (A <a href="#">Gmail</a> account can be created)</li> <li>• Photo or scan showing proof of students age and citizenship             <ul style="list-style-type: none"> <li>➤ Child’s birth certificate</li> <li>➤ Canadian passport</li> <li>➤ Certificate of citizenship</li> <li>➤ Permanent resident card</li> <li>➤ BC driver’s licence</li> <li>➤ Care Card</li> </ul> </li> <li>• Photo or scan showing Proof of residency             <ul style="list-style-type: none"> <li>➤ Driver’s licence</li> <li>➤ Mortgage statement</li> <li>➤ Municipal tax bill</li> <li>➤ Utility bill</li> <li>➤ Rental agreement</li> <li>➤ Credit card invoice</li> <li>➤ Notary authorized letter</li> </ul> </li> </ul>
<p><b>STEP 2</b></p>	<p><b>Where to go:</b>  <a href="http://bit.ly/eregk12">http://bit.ly/eregk12</a> online registrations only</p> <p><b>Where to go if you don’t have computer access:</b></p> <ul style="list-style-type: none"> <li>• Visit your child’s catchment area school</li> <li>• You may use a smart phone or tablet</li> <li>• Vancouver Island Public library - Branches:             <ul style="list-style-type: none"> <li>○ Nanaimo Harbourfront – 90 Commercial Street, Nanaimo</li> <li>○ Nanaimo Wellington – 3032 Barons Road, Nanaimo</li> <li>○ Nanaimo North – 6250 Hammond Bay Road, Nanaimo</li> <li>○ Ladysmith - #3 740 First Avenue, Ladysmith</li> </ul> </li> <li>• You may use a computer at the District Administration Center, located at 395 Wakesiah Avenue in Nanaimo</li> </ul> <p>For more information email <a href="mailto:ereg@sd68.bc.ca">ereg@sd68.bc.ca</a> or visit the <a href="#">district website</a></p>
<p><b>STEP 3</b></p>	<p>Select Student Application Form for Next School Year (2017/2018)          Upload required documentation (as indicated above in Step 1)</p>
<p><b>STEP 4</b></p>	<p><b>Schools</b></p> <ul style="list-style-type: none"> <li>• Select grade</li> <li>• Indicate Catchment School (refer to <a href="#">school locator</a> to determine your catchment area school)</li> <li>• To attend a school other than your catchment school, select “Yes” to apply for out of catchment which also includes applying for French Immersion or an academy school.</li> <li>• You will have the <b>option</b> to select 1-3 schools. Please indicate in priority order.</li> </ul>

<b>STEP 5</b>	<b>Student</b> <ul style="list-style-type: none"> <li>• Birthdate and gender</li> <li>• Legal and preferred name</li> <li>• Citizenship and Ancestry</li> <li>• Student guardianship</li> <li>• Sibling information</li> </ul>
<b>STEP 6</b>	<b>Residence</b> <ul style="list-style-type: none"> <li>• Physical and Mailing Address</li> </ul>
<b>STEP 7</b>	<b>History</b> <ul style="list-style-type: none"> <li>• School History – Previous school information</li> <li>• Learning Support information</li> </ul>
<b>STEP 8</b>	<b>Parent</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Details – name, relationship to student, citizenship of parent and contact information</li> </ul>
<b>STEP 9</b>	<b>Emergency Contacts</b> <ul style="list-style-type: none"> <li>• Emergency contacts for student - You may enter up to 3 emergency contacts</li> <li>• Out of District Contact – please enter one</li> </ul>
<b>STEP 10</b>	<b>Health</b> <ul style="list-style-type: none"> <li>• Doctor's Name and phone number</li> <li>• Care Card number</li> <li>• Medical information for student – Life threatening medical conditions and other medical/health concerns. If you have indicated any health/medical alerts you will need to print and complete additional documentation to be brought into your child's school.</li> </ul>
<b>STEP 11</b>	<b>Programs</b> <ul style="list-style-type: none"> <li>• If you have selected French Immersion at North Oyster or a High school academy, it will be shown here for you to confirm your request to apply for this program. Academy applicants will need to print and complete an additional application. This application is to then be returned directly to the academy school.</li> </ul>
<b>STEP 12</b>	<b>Submit</b> <ul style="list-style-type: none"> <li>• Indicate why you are applying</li> <li>• Declaration from parent/guardian</li> <li>• Comments</li> </ul>