# E-Registration Process

**NANAIMO LADYSMITH PUBLIC SCHOOLS**

## Let's get started – you will need

A valid email address (A gmail account can be created)
Photo or scan showing proof of child's age & citizenship
Photo or scan showing proof of residency

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**NO COMPUTER NO PROBLEM**

### OPTIONS

Smart phone or tablet
Your child's school
Vancouver Island Public Library Branches

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**SELECT YEAR & SCHOOLS**

### SELECT STUDENT APPLICATION FORM

Make sure to select either current year (starting anytime of year)
or next school year
Select Grade
If currently attending a school within our district, indicate catchment school
Select yes if out-of-catchment (Prioritize 1-3)

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**STUDENT**

### BIRTHDATE & CITIZENSHIP

Legal and preferred name
Citizenship and Ancestry
Student guardianship
Sibling information

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**RESIDENCE & HISTORY**

### PHYSICAL & MAILING ADDRESS

School history – previous school information
Learning support information

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**PARENT & EMERGENCY CONTACTS**

### PARENT/GUARDIAN DETAILS

Name, relationship to student, citizenship of parent and contact information
Emergency contacts for student (3 contacts)
Out-of-district contact (1 contact)

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**HEALTH**

### MEDICAL

Medical information for student (life threatening medical conditions and other medical/health concerns)
Medical Alerts require additional documentation

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**PROGRAMS**

### PROGRAM CONFIRMATION

Additional information may be required depending on your child's application

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**SUBMIT** – Indicate why you are applying – Declaration from parent or guardian - Comments