



# Welcome to Walkerville Collegiate Institute

## Items needed for registration appointment:

- Transfer package** from the current school you are attending, which includes an attendance record, and a transcript with updated final marks.
- Online registration form** to be completed. (see back page for instructions).
- Status in Canada:** birth certificate, passport, permanent resident card, study permit or other documentation.
- Two (2) proof of residency documents** required to show school staff to complete registration.

### PROOF OF RESIDENCY DOCUMENT Two (2) documents are required

|                             |   |   |
|-----------------------------|---|---|
| Property Tax Bill _____     | Utility Bill _____                              | Income Tax Assessment _____                                     |
| Home Insurance Policy _____ | Cable Bill _____                                | Offer to Purchase within 90 days _____                          |
| Bank Statement _____        | Valid Ontario Driver's License (not temp) _____ | Mortgage, rental or lease agreement with official receipt _____ |

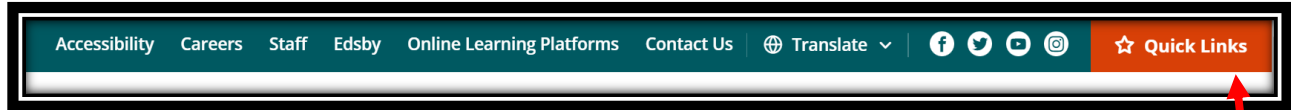
If you need to have documents notarized, Community Legal Aid will notarize documents for any local resident. As of November 2014, there is a standard \$10 fee, but for those receiving any type of assistance, if proof is provided, the fee is waived. The office is at Windsor Law, 2475 University Avenue West, Tel: 519-253-7150. It is better to call ahead to ensure someone is available.

- Once you have the transfer package and completed the online registration form, call **Walkerville Collegiate Institute 519-252-6514 Ext 31400** and the head secretary will schedule an appointment with Administration. If your district school is not Walkerville please let us know the **5-digit Registration ID**.

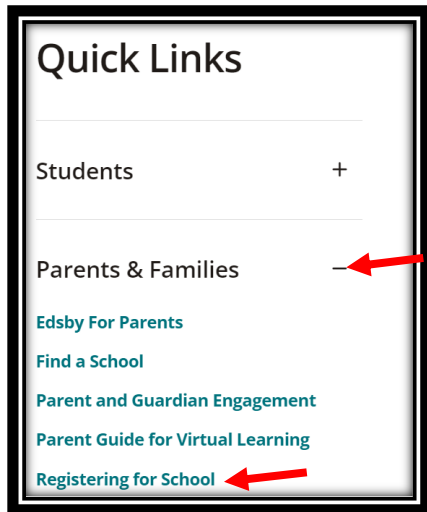
# How To Register your Student Online

Go to the school board web site: [www.publicboard.ca](http://www.publicboard.ca)

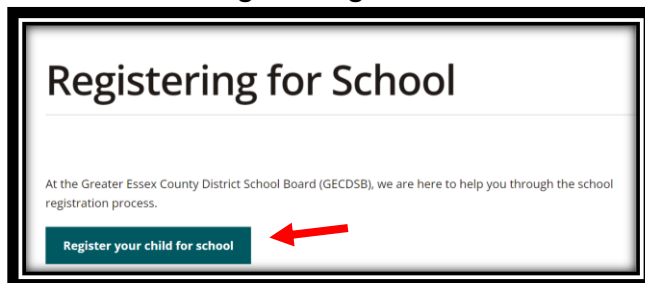
- Click on “Quick Links”



- Click on “Parents & Families”



- Click on “Registering for School”



- Click on “Register your child for school”



- Click on the “Register button”

Once the registration process is completed online, the secondary school that is in your home location will show up and they will receive your registration form. Contact the school secretary at Walkerville’s phone #: 519-252-6514 and let them know what your district secondary school is and the Registration ID which is 5 digits.