



Date office Received: _____ Time: _____

2021-2022 New Student Application for Registration at ROMS

Applications must be submitted to Royal Oak School in person, however, we will not accept them before February 1st, 2021

We thank you for your interest in registering your child at Royal Oak Middle School. In order for us to consider this application please ensure that the application package is complete when submitted. Students cannot be registered or scheduled if the application package is incomplete.

☐ Sibling currently attending ROMS for the 2020/2021 school year ☐ In catchment ☐ Out of catchment ☐ Out of district

Name of student: _____ Birth date: (mm/dd/yyyy) ____/____/____ Gender: (M/F/X) _____

Grade placement 2021/2022: _____ Primary language spoken at home: _____

Name of current or previous school: _____

Current school address and location: _____

Student permanent home address: _____

City: _____ Postal Code: _____

Parent or Guardian's name (s): _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

☐ Are you interested in Band?

The following documentation must be submitted to complete the application for registration:

- ☐ School District No. 63 (Saanich) Student Registration Form
- ☐ School District No. 63 (Saanich) Out of Area Request Form (if applicable)
- ☐ Signed Authorization to Share Confidential Information Form. *Please share any relevant information about your child's learning/designations/needs. This will not impact registration but helps the school to support your child.*
- ☐ Original student identification: Birth Certificate OR Valid Passport OR Status Card
 - Permanent residents or landed immigrants must also provide Permanent Resident Card or Certificate of Canadian Citizenship for parent and student
 - Families on a Work or Study Visa should refer to the Provincial Funding Eligibility Checklist
- ☐ Student BC Services Card
- ☐ Original identification for parent / guardian: Drivers License OR BCID
- ☐ Any legal documentation regarding guardianship, custody or parenting time arrangements (if applicable)
- ☐ Original proof of residence from parent / guardian: See chart below

<u>Home Owners</u>	<u>Renters</u>
Please provide two of the following: <ul style="list-style-type: none"><input type="checkbox"/> Home purchase agreement<input type="checkbox"/> Property tax statement<input type="checkbox"/> Home insurance policy<input type="checkbox"/> Property assessment<input type="checkbox"/> Utility bill (Hydro, Fortis, Cable)	<input type="checkbox"/> Rental Agreement signed by the landlord with landlord's contact information
And one of the following: <ul style="list-style-type: none"><input type="checkbox"/> Canadian bank or credit card statement<input type="checkbox"/> BC vehicle registration<input type="checkbox"/> Income Tax statement<input type="checkbox"/> BC Drivers License OR BCID	And two of the following: <ul style="list-style-type: none"><input type="checkbox"/> Renter's insurance policy<input type="checkbox"/> Utility bill (Hydro, Fortis, Cable)<input type="checkbox"/> Canadian bank or credit card statement<input type="checkbox"/> BC vehicle registration<input type="checkbox"/> Income Tax statement<input type="checkbox"/> BC Drivers License OR BCID

Your registration will be date stamped and kept on file. If school Administration determines that space is available, you will be notified via email.

With thanks,

Karen MacEwan, Principal
Royal Oak Middle School



PLEASE PRINT CLEARLY

Requested Enrollment Date _____

Please note the following enrolling priorities for Saanich School District 63

1 - re-enrolling students*

4 - non-catchment children

2 - siblings of re-enrolling students

5 - out of district children

3 - catchment area children

*A child who, in the previous year, attended the school

LEGAL First Name	LEGAL Family Name	LEGAL Middle Name	No Legal Middle Name <input type="checkbox"/>	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X
USUAL Family Name(s) (if different)	PREFERRED First Name (if different)	Age	Date of Birth: _____ dd / mm / yyyy	
Language spoken at home: Eng. <input type="checkbox"/> Fr <input type="checkbox"/> Other (specify): _____			Entering Grade: _____	
HOME ADDRESS				
Street No.	Street Name	Apt. No.	City	Postal Code
Name of sibling(s) at this school _____				
BIRTHPLACE Country of Birth: _____ Prov. of Birth: _____		For Office Use Only - CITIZENSHIP <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Res / Landed Immigrant <input type="checkbox"/> International - Funding Eligible <input type="checkbox"/> Int'l - Funding Not Eligible <input type="checkbox"/> Out of Prov Cdn - Funding Not Eligible <i>*For International applicants please complete the Provincial Funding Eligibility Checklist</i>		
Previous School & District / StrongStart / Preschool		Previous Grade:	Previous School Prov	Previous School Country
		Phone ()	Email:	

<input type="checkbox"/> PARENT <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> LEGAL GUARDIAN			<input type="checkbox"/> PARENT <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> LEGAL GUARDIAN		
Last Name		First Name	Last Name		First Name
Address (if not living with student)			Address (if not living with student)		
Work Phone ()	Ext / Local	Available at Work <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone ()	Ext / Local	Available at Work <input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone ()	Cell Phone ()		Home Phone ()	Cell Phone ()	
Email Address			Email Address		

LIVES WITH

☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian☐ Other – Please specify: _____☐ COURT ORDER (copy required) specify _____

NOTES: _____

EMERGENCY CONTACTS if parents cannot be reached. Please only write one person per line, and they will be called in that order. PLEASE TICK THE BOX TO CONFIRM IF YOUR CONTACT IS AUTHORISED TO COLLECT YOUR CHILD FROM SCHOOL.



Last Name	First Name	Relationship	Home/Work Phone ()	Cell Phone ()	
Last Name	First Name	Relationship	Home/Work Phone ()	Cell Phone ()	
Last Name	First Name	Relationship	Home/Work Phone ()	Cell Phone ()	

PLEASE COMPLETE IF INDIGENOUS ANCESTRY

- ☐ Metis ☐ FN ☐ Status – on reserve
☐ Inuit ☐ Status – off reserve
☐ Non Status

☐ Prefer not to answer

BAND OF RESIDENCE

- ☐ 0652 - Pauquachin ☐ 0653 - Tsartlip
☐ 0654 - Tsawout ☐ 0655 - Tseycum
☐ Other - No. _____ Name _____ DIA # _____

If Indigenous Ancestry would you like to :

- ☐ Yes, I give permission for my child to access programs and services from the Indigenous Education Program for the current school year.
☐ No, I would like to decline services from the Indigenous Education Program for the current school year.

☐ Previous Special Ed Designation: category: _____

Other Learning Considerations:

Family Doctor's Name

Doctor's Phone
()

STUDENT'S CARE CARD NO

HEALTH FACTORS Check if applicable

- ☐ Anaphylactic ☐ Allergies ☐ Asthma ☐ Diabetes ☐ Epilepsy ☐ Other

Additional Information: _____

Are any of these conditions

LIFE THREATENING? ☐ Yes ☐ No

Please specify: _____

Other Health Conditions which may require emergency care – please specify.

Please sign to certify that the above information is correct:

Date

Signature of Parent or Legal Guardian

DOCUMENTATION CHECKLIST

**For International applicants, please complete the Provincial Funding Eligibility Checklist*

Canadian Citizen / Landed Immigrant / Permanent Residents must provide the following documentation at the time of registration:

1. Student Identification

- ☐ Birth Certificate OR
☐ Valid Passport OR
☐ Status Card

If not Canadian we also require for both parent and student:

- ☐ Permanent Resident Card OR
☐ Certificate of Canadian Citizenship

3. Parent Identification

- ☐ Valid Passport OR
☐ BC Driver's License and/or BC Services Card or BCID

4. ☐ Student BC Services Card

5. ☐ Guardianship or Custody Documents

2. Proof of Residence: *At least 2 of the documents must show current address

Home Owners	Renters
Please provide two of the following: <input type="checkbox"/> Home purchase agreement <input type="checkbox"/> Property Tax Statement <input type="checkbox"/> Home insurance policy <input type="checkbox"/> Property assessment <input type="checkbox"/> Utility bill (Hydro, Fortis, Cable)	<input type="checkbox"/> Rental Agreement signed by the landlord with landlord's contact information
And one of the following: <input type="checkbox"/> Canadian bank or credit card statement <input type="checkbox"/> BC Vehicle Registration <input type="checkbox"/> Income Tax Statement <input type="checkbox"/> BC Driver's License and/or BC Services Card or BCID	And two of the following: <input type="checkbox"/> Utility bill (Hydro, Fortis, Cable) <input type="checkbox"/> Canadian bank or credit card statement <input type="checkbox"/> BC Vehicle Registration <input type="checkbox"/> Income Tax Statement <input type="checkbox"/> Renter's insurance policy <input type="checkbox"/> BC Driver's License and/or BC Services Card or BCID

FOR OFFICE USE

- ☐ In Catchment
☐ Out of Catchment
☐ Out of District
- ☐ Address verified for catchment school
☐ Birthdate corresponds with correct grade
☐ Copy to Learning Services if support required

NOTES:



Learning Services
School District #63 (Saanich)
2125 Keating Cross Road, Saanichton, BC V8M 2A5
Phone: 250-652-7392
Fax: 250-652-7361

AUTHORIZATION TO SHARE CONFIDENTIAL INFORMATION

RE: (Student's Name): _____

Date of Birth (d/m/y): _____

I hereby authorize: _____

to release the following information:

- All student records _____
- All confidential student records _____
- _____
- _____

to: Royal Oak Middle School
751 Travino Lane
Victoria BC V8Z 0C6

Parent(s)/Guardian(s) Name: _____
(valid for one year)

Parent(s)/Guardian(s) Signature: _____

Witness Name: _____

Witness Signature: _____

DATE: _____

OUT OF CATCHMENT AREA APPLICATION GRADES 6-12

TO BE COMPLETED BY PARENTS WISHING TO ENROLL A STUDENT IN, OR TRANSFER A STUDENT TO, A SCHOOL OUTSIDE OF THEIR CATCHMENT AREA.

PARENTS MUST FIRST REGISTER THE STUDENT IN THEIR CATCHMENT AREA SCHOOL.

Please note the following are the enrolling priorities for Saanich School District 63

- | | |
|---------------------------------------|------------------------------|
| 1 - Re-enrolling students* | 4 - Non-catchment children |
| 2 - Siblings of re-enrolling students | 5 - Out of district children |
| 3 - Catchment area children | |

*A child who, in the previous year, attended the school

Out of catchment placements will only be considered when space and staff are available in the school to which the student wishes to enroll. Every effort will be made to confirm out of catchment placements by the end of June. Please note, if this application is approved, parents may be responsible for transportation.

Name of Student: _____

Address: _____

(Please give both residence and mailing address if they are different, and include Postal Code) Postal Code Phone Number

◆ Catchment area school student should attend: _____ Grade Placement: _____

◆ School student wishes to attend: _____

◆ Reason for Request: (The District's prime concern is the educational welfare of the student):

◆ Is this student receiving support from the Community or School District Learning Services? Yes ☐ No ☐

If yes, please explain below: (e.g. Queen Alexandra Centre, Beacon Community Services, private support)

Parent(s) or Guardian(s) Signature: _____

For transfer requests within SD63 please visit the catchment school where the student would normally attend to discuss the request.

Catchment School Principal Signature: _____ Date: _____

Once complete with signatures parents should submit this form to the requested school for consideration. For Grades 9-12 please attach course selection information.

PLEASE NOTE: Transferring schools in Grades 10, 11, or 12 is likely to result in a student being **INELIGIBLE** for school sports teams, based on Provincial rules. Please ask for clarification if you are hoping to play on a school team.



For completion by the Proposed School (please sign where appropriate)

- a) Put on waiting list: _____ Date: _____
- b) No space available: _____ Date: _____
- c) Approved for Registration: _____ Date: _____

Provincial Funding Eligibility Checklist

Families who are not Canadian Citizens must provide the following documentation to the local school in their catchment area at the time of registration to determine Provincial Education Funding.

1. ☐ **Study Permit** of the parent/guardian, with an identified *Post-secondary institution*, valid for one year or longer. Please note that not all post-secondary institutions and not all programs of study satisfy the criteria for children to receive funding for public education. *See Notes A 2.2.2 & 2.3 & 2.4*

OR
☐ **Work Permit** with an identified *Employee* and *Occupation*, valid for one year or longer. Diplomatic postings are exempt from the Work Permit in most cases, so the Diplomatic Visa will suffice. *See Notes A 2.2.1*
2. ☐ **Valid Passport** for the parent/guardian holding the Study Permit.
3. ☐ **Letter of Acceptance** from the post-secondary institution where the parent/guardian will be completing his or her studies, stating the program of enrollment and the duration of the program.

OR
☐ **Proof of employment.** A contract or letter from company's HR department, etc.; must match *Employer* stated on Work Permit and provincial taxes must be paid in BC. An appointment letter from the Embassy is sufficient for diplomats. PNP clients must show further business documentation.
4. ☐ **Proof of residency** *See Notes B. 1 for more information*
At least three of the following are required:
 - ☐ Proof of Ownership of dwelling or long-term lease or rental of dwelling
 - ☐ Residence of spouse, children and other dependent family members in the dwelling
 - ☐ Legal documents indicating British Columbia residence
 - ☐ Provincial driver's licence
 - ☐ Employment within the community
 - ☐ Parent or guardian filing income tax returns as a BC resident
 - ☐ Provincial registration of automobile
 - ☐ Canadian bank accounts or credit cards
 - ☐ Links to community through religious organizations, recreational and social clubs, unions and professional organizations
 - ☐ Subscriptions for life or health insurance, such as MSP coverage
 - ☐ Business relationships within the community.
5. ☐ **Any other relevant documentation** regarding guardianship, court orders, etc. in cases where one parent has received custody of their biological children.

Students who do not qualify for Provincial Funding will be referred to our Saanich International Student Program.