



# ISLAND CATHOLIC SCHOOLS

*"Where children love to learn, and learn to love"*

# STUDENT APPLICATION FORM

Island Catholic Schools

250.727.6893

[www.cisdv.bc.ca](http://www.cisdv.bc.ca)

(Fillable electronic version on website)



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## ISLAND CATHOLIC SCHOOLS APPLICATION FOR ADMITTANCE

### SCHOOL

(Please check 1<sup>st</sup> and 2<sup>nd</sup> choice if elementary)

St. Andrew's Regional High School   
St. Joseph's Elementary   
St. Patrick's Elementary   
Queen of Angels, Duncan   
St. John Paul II, Port Alberni

(For office use only)  
Date Received: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Accepted: Yes  No   
On a wait list: Yes  No   
Date: \_\_\_\_\_  
Principal's Signature: \_\_\_\_\_

Please attach student photo

### Candidate Information

Student's Name: \_\_\_\_\_  M  F

Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Religion: \_\_\_\_\_ Parish: \_\_\_\_\_  
dd/mm/year

Street Address: \_\_\_\_\_ Student Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

School year applying for: \_\_\_\_\_ Requested Grade: \_\_\_\_\_

Band Name & Number (if applicable): \_\_\_\_\_

Canadian Citizen  Landed Immigrant  on Student Visa  Other: \_\_\_\_\_

Primary Language Spoken at Home: \_\_\_\_\_

### Family Information

#### Father's Information

Deceased

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Canadian Citizen  Landed Immigrant  Work Permit: Yes  No  Other: \_\_\_\_\_

#### Mother's Information

Deceased

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Canadian Citizen  Landed Immigrant  Work Permit: Yes  No  Other: \_\_\_\_\_

#### Guardian's Information

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Canadian Citizen  Landed Immigrant  Work Permit: Yes  No  Other: \_\_\_\_\_

**Proof of Guardianship appointed through BC judicial process required - Documents attached Yes  No**

**Legal Custody Information: \_\_\_\_\_**

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

Age: \_\_\_\_\_  
Age: \_\_\_\_\_  
Age: \_\_\_\_\_

School Attending: \_\_\_\_\_  
School Attending: \_\_\_\_\_  
School Attending: \_\_\_\_\_

**For siblings attending elsewhere, are you interested in moving them to an ICS school? Yes  No**

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**Parish Information**

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Mother-Parish and Religion: \_\_\_\_\_ Father-Parish and Religion: \_\_\_\_\_

Sacraments received by student: (Place and Date)

Baptism: \_\_\_\_\_ Reconciliation: \_\_\_\_\_

Confirmation: \_\_\_\_\_ First Communion: \_\_\_\_\_

Are you claiming the Roman Catholic parish supporter rate? Yes  No

Practicing Catholic Tuition Rate Request Form attached? Yes  No

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**Medical Alert**

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List any life-threatening health conditions (diabetes, heart condition, anaphylaxis or severe allergies, asthma, epilepsy, etc.) \_\_\_\_\_

Emergency Contact (Other than parent/guardian): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_ Health Care Number: \_\_\_\_\_

**Medications**

School staff will give or supervise medications under the following conditions.

1. they are required in emergency situations, or
2. they are required for one month or longer and must be given during school hours.

If your child requires assistance or supervision of medications under those conditions, you need to obtain a "Medication Administration Form" from school staff and complete it in conjunction with your physician. You must return the signed card along with the prescribed medication before school starts in September. These steps must be followed with authorization from a physician, before medication will be given to your child.

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**Before/After School Care**

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Each school offers a variety of Out of School Care options. Please refer to the list below and enquire at the local school office for an application form. All programs will be confirmed on a first-come, first-serve basis.

**Before School Care (SJ, SP, JPII) - After School Care (SJ, SP, QA, JPII) - Bus Service (QA)**

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**General Information**

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A \$100.00 (non-refundable) application fee, a recent report card and copies of **Birth and Baptismal Certificates** must accompany this application. The filing of this application does not mean automatic acceptance. Acceptance is subject to space and availability.

Upon acceptance a non-refundable deposit of the first month's tuition is required. One month's notice is required if a child is withdrawn from the school. If this notice is not received, an additional month's tuition will be charged. Please note that it is the parent/legal guardian's responsibility to inform the office of any changes to the enclosed information.

**We agree to ensure full payment of all fees in advance in one of the following ways:**

By single advance payment of the full amount  
 By submitting 12 equal payments using the pre-authorized debit form

Parent/Guardian(s) \_\_\_\_\_

Signature/Date

Signature/Date

**NOTE: Each parent/legal guardian must sign.**

1. **SCHOOL ATTENDED** – list the last three schools, starting with most recent.

SCHOOL	LOCATION	DATE OF ATTENDANCE	HOMEROOM TEACHER OR GRADE COUNSELOR

2. Please include with this application a copy of the **most recent progress report** issued by the school presently attending.

*\*If answering YES to any questions below, please explain and submit relevant academic/health services reports for your application to be complete.*

3. In order to provide the necessary support for each student, it is important that the school have a full understanding of the student's needs. Has your child ever had any of the following assessments?

Psych-ed       Speech and Language       Occupational Therapy       Physiotherapy  
 Behavioural       Mental Health       Other

If yes, please include a copy of the assessment and/or reports with this application and provide details:

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4. Has your child received any support services in the last two (2) years? Yes  No

If yes, please provide details:

Learning Support       ELL       O.T. Support       EA Support   
 Speech/Language Therapy       Counseling       Behaviour Intervention   
 Provincial 1<sup>st</sup> Outreach Program       Other \_\_\_\_\_

5. Has your child ever required an IEP (Individual/Inclusive Education Plan)?

Yes  No

If yes, please attach a copy:

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6. Has your child experienced behavioural challenges within the school or group setting? Yes  No

If yes, please provide details:

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7. Educationally relevant medical and health information (if yes to a-d, please explain, see \*note above)

a. Does your child have a visual or hearing impairment? Yes  No

b. Has your child had a recent vision/hearing assessment? Yes  No

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c. Does your child take any medication on a regular basis? Yes  No

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d. If your child is unable to participate in a full physical education program, please explain why not:

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8. For Kindergarten Applicants only:

Has your child had any services through Supportive Child Development? Yes  No

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### Legal Residency of Parent

#### Legal Residency of Parents - Form A

To be completed and signed by a parent or legal (court-appointed) guardian.

(If legal guardian please attach a copy of court order appointing you as legal guardian).

1. I am (please check one)

- A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card).
- A landed immigrant (attach photocopy of landed immigrant status paper).
- Lawfully admitted to Canada under one of the following documents (please check the appropriate box and attach).
  - Admission as a refugee claimant
  - A person claiming refugee status who has a letter of no objection
  - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for additional years)
  - Employment authorization (working permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
  - Other – Document Description: \_\_\_\_\_

(must be cleared with Immigration Canada)

2. I am a resident of British Columbia (please check one):

- Yes

Residency Address: \_\_\_\_\_  
\_\_\_\_\_

- No, I am not a resident of British Columbia

3. Parent's/Legal Guardian's Name: \_\_\_\_\_

Parent's/Legal Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Legal Residency of Parents (deceased) - Form B

To be completed and signed by a knowledgeable adult (one who knew the student's parent(s) and has knowledge of facts respecting their decease and the matters set out in this document).

1. The student's deceased parent(s) was at time of death:

- A Canadian citizen
- A landed immigrant

2. The student's deceased parent was at time of death a resident of British Columbia (please check one):

Yes

Residency Address: \_\_\_\_\_

\_\_\_\_\_

No, not a resident of British Columbia

Student: \_\_\_\_\_

Knowledgeable Adult's Name: \_\_\_\_\_

Knowledgeable Adult's Signature: \_\_\_\_\_

(Knowledgeable Adult is one who knows the student's parent(s) and has knowledge of the facts respecting their decease and the matters set out in this document.)

Date: \_\_\_\_\_

**Public Relations/Marketing**

### **Protecting Your Personal Information**

Island Catholic Schools collects and uses personal information to provide your child with the best possible educational services as outlined in our Contextual Statement (Policy 102). The personal information on these forms is required in order to register your child and assist the school in making informed decisions on the suitability and appropriate placement of your child. This information will also allow the school to respond immediately to an emergency. Island Catholic Schools commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent unless permitted under the PIPA (Personal Information Privacy Act) legislation. In addition to the above, Island Catholic Schools is requesting your permission to share your name, address, and email address with the Roman Catholic Diocese of Victoria in order to share important and timely information with you directly. You may opt out of these emails at any time. If you have any questions about the use, storage or disclosure of personal information, please contact our privacy officer, the school principal.

I/We consent to having Island Catholic Schools collect, use and disclose this personal information as outlined above.

\_\_\_\_\_

Parent/Guardian Signature

### **Authorization to Use Student Photographs**

I/We consent to the use of photographs and in school communications, publications, advertising, promotional materials and on the Island Catholic Schools website.

Yes  No

\_\_\_\_\_

Parent/Guardian Signature

**Appendix A**

### **Authorization to Release Confidential Information**

As part of the application process, I hereby authorize all educational institutions (including pre-schools and daycares if applicable) to share information over the phone with the school principal should the principal contact the educational institutions where my child is currently enrolled.

I/We consent to the principal and/or designate contacting my child's current educational institution.

Yes  No

\_\_\_\_\_

Parent/Guardian Signature

Please let us know how you learned about Island Catholic Schools. Check all areas that apply.

- I attended one of the Island Catholic Schools.
- I heard about Island Catholic Schools through my parish/church.
- A sibling or relative attends one of the Island Catholic Schools.
- A friend attends (or attended) one of the schools.
- I visited the ICS website.
- I visited a school's Facebook page.
- I saw an ad in the local paper.
- I saw an ad in a local magazine (example: *Island Parent*).
- I saw a school poster in the community.
- I heard an Island Catholic Schools ad on the radio/TV.
- Other \_\_\_\_\_

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**Office Use Only**

<input type="checkbox"/> Acceptance Letter	<input type="checkbox"/> Deposit	<input type="checkbox"/> Parent Volunteer Form
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Family Discount	<input type="checkbox"/> Practicing Catholic Tuition Rate Request form
<input type="checkbox"/> Report Card	<input type="checkbox"/> Recent Photo	<input type="checkbox"/> Family Statement of Commitment
<input type="checkbox"/> Baptismal Certificate	<input type="checkbox"/> Immigration Documents	<input type="checkbox"/> Principal's Recommendation (SARHS only)
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> PR Card Requested	<input type="checkbox"/> Tuition/PAD
<input type="checkbox"/> Custody Documents	<input type="checkbox"/> PR Card Received	<input type="checkbox"/> Void Cheque