



## REQUEST AND AUTHORIZATION TO RELEASE STUDENT RECORDS

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*\*If this request is for the new school year, please pre-transition to "G W Graham Middle-Secondary"*

**Date:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

The following student has registered at G.W. Graham Middle-Secondary School for \_\_\_\_\_.  
Please forward their Permanent Record Card, Personal File Folder (G4), LA File (if applicable), their  
Passport to Education Booklet (if applicable), and any other pertinent information or files.

Re: \_\_\_\_\_

**LEGAL SURNAME OF STUDENT**

**FIRST**

**MIDDLE**

\_\_\_\_\_  
**USUAL LAST NAME (IF APPLICABLE)**

\_\_\_\_\_  
**USUAL FIRST NAME (IF APPLICABLE)**

Birthdate: \_\_\_\_\_  
**DAY - MONTH - YEAR**

Grade: \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_  
**NAME OF PREVIOUS SCHOOL/Location (City)**

to release the records of the above named student to G.W. Graham Middle-Secondary School.

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

Thank you,

Records Clerk  
*karen\_paulsen@sd33.bc.ca*

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**FOR OFFICE USE ONLY**

**Date Records Requested:** \_\_\_\_\_ **2<sup>nd</sup> Request:** \_\_\_\_\_

**RECORDS RECEIVED:** Date \_\_\_\_\_ PRC \_\_\_\_\_ G4 \_\_\_\_\_ LA \_\_\_\_\_

Custody Order \_\_\_\_\_ Medical Alert \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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## REGISTRATION DOCUMENTS REQUIRED

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Please note a Proof of Address and Legal Proof of Identification and Canadian Status are required for a registration to be placed on the wait list.

1. **Proof of Address** (one of the following examples)
  - Utility Bill – BC Hydro or City of Chilliwack
  - Municipal Tax Bill
  - Rental Agreement
  - Mortgage Statement or Purchase Agreement
  - Driver's License
  - Notary Authorized Letter
  
2. **Legal Proof of Identification and Canadian Status** (one of the following examples)

BCID	Immigration Canada Documents
BC services card	INAC Status Card
Birth Certificate	Passport
Certificate of Canadian Citizenship	Permanent Residence Card
Court order	
  
3. **Additional required documents** can be faxed to us (604-824-0711)

<b>Grade 7 - 9</b>	copy of most recent report card
<b>Grade 10 – 12</b>	copy of transcript
<b>Withdraw form</b>	from previous school
<b>Court documents</b>	court order or parent letter

\*\*Please note – Proof of Address, Legal Proof of Identification and Canadian Status are required for a registration to be placed on our wait list. Additional required documents must be provided before enrolment into G. W. Graham.

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## SCHOOL DISTRICT #33 BUS INFORMATION

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Students need to register **each year** to ride the bus.

To register please go online to the school district website [www.sd33.bc.ca](http://www.sd33.bc.ca) then choose the transportation link.

For further information contact the transportation department at **(604)792-1255**.

The transportation office is located at **44877 Yale Road**.

**Please note:** If you are attending a school of choice and you live out of that school's catchment area, bussing will not be available. You will need to provide transportation to and from school for your child(ren).

## ADMISSION AND REGISTRATION PROCEDURES

G. W. Graham Middle Secondary School Admission & Registration procedures will follow the School District Policy as laid out in School District Policy 531 and Administrative Regulation 531.1: School Admission & Choice. A summary of the pertinent items follows:

Space will be determined and Students will be admitted to G. W. Graham using the criteria and the priorities and the enrolment timelines as outlined in Administrative Regulation 531.1

Decisions on space, program capacity and facilities availability will be made in consultation with the principal of the affected school and will give consideration to the following factors:

- The operation capacity of the school as defined by the Ministry of Education
- Staff assigned to the school by the district
- The physical space in which instructional programs operate in the School District 33 Chilliwack.
- The ability of the school to provide appropriate education programs for the applicant and other students.
- The needs of other programs located in the school

From SD33 Board Policy Manual Administrative Regulation 531.1

If space and facilities are determined to be available, enrolment in education programs in the school will be offered in the following priority order, provided that application deadlines and requirements are met:

Category A	Continuing catchment area student who attended the school or feeder school during the previous school year
Category B	<ol style="list-style-type: none"> <li>1. Catchment area students wait-listed before March 1</li> <li>2. Other catchment area students</li> <li>3. New non-catchment area student who is a sibling of a continuing non-catchment area student</li> </ol>
Category C	Non-catchment area child
Category D	Non-school district child

Wait lists will be established for those not accepted. If an applicant declines an offer of enrolment, the applicant will be removed from the current year's wait list.

Evaluation of space availability will take place periodically by the principal to ensure the maximum numbers of requests are met at the earliest time possible.

From SD33 Board Policy Manual Administrative Regulation 531.1

Decisions regarding space will be made on a grade by grade basis and there will be consideration given to availability of resources and space in special needs and other specialty programs.

Please note that wait listed applications will be kept on file during the application school year and will not be carried over to the following year. Expired applications will be destroyed at the end of the school year.

## ADMISSION TIMELINE

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If there are in-catchment area students waitlisted for the school, they will take priority and no out of catchment students will be registered. If there are no in-catchment students waiting to be admitted to the school, the following timeline will be used to regulate the admission of non-catchment area students to G. W. Graham Middle Secondary School.

November 1	At the end of term 1 (normally at the end of the first week of November) the school Principal will review enrolment and if there is space available, students will be admitted to the school in the order of application. (Two phone messages will be left. When a position is offered, a timely decision is required. Normally this would be within 24 hours unless extenuating circumstances exist). Failure to accept a placement offer in a timely fashion will result in the space being allocated to the next student on the list and the removal of the previous student who was first offered the position.
November 15	No new out of catchment registrations will be accepted for the current school year.
January ___ (first day of school)	Registrations will be accepted for the coming school year starting on the first day back after the Winter Break. Student registrations will be recorded (date and time stamped) and will go on the wait list in the order they are received.  At the end of the first week of January, the Principal will review enrolment and if there is space, students waitlisted for the current school year will be offered available positions for the start of semester 2 in order of application. Students registering as of January will not be given consideration for this process as their registration is part of the process for September of the following school year. The process of offering positions and the expectation of a timely reply will be the same as above.
January through March 1	The school will continue to accept registrations for first time, non-catchment area applicants and non-school district applications. Applications will be prioritized in accordance with 2. D) of the Administrative Regulation 531.1 (School Admission & Choice) Notification of acceptance will normally be given during the month of May.
May 1 to June 30	If space becomes available for September of the coming year, students will be admitted in order of registration date. Priority will continue to be given to any new catchment area student registrations. The process of offering positions and the expectation of a timely reply will be the same as above.
September	At the end of the first week of school or if it becomes evident sooner that there are spaces available, students will be called and offered spaces in the order of application. The process of offering positions and the expectation of a timely reply will be the same as above.
After The First Week of September	The Principal will review enrollment at the end of term 1 (normally the first week of November) and offer any spaces available to students. The process will start once again.

The school reserves the right to maintain 1 or 2 seats for students who may potentially move into the school catchment area during the middle of the term or retentions.

Exceptions to the school admission policy may be made by special placement arising out of a discipline hearing or other extenuating circumstance and may only be made by district counsellor, or senior school district administrator (assistant superintendent) or through appeal to the Superintendent of Schools or designate.