



## Port Perry High School - Guidance Department

*Ex Obscuritate ad Lucem*

### New Student Registration

**(high school students transferring to Port Perry High School)**

Thank you for your interest in attending Port Perry High School. Please carefully review the registration process below.

#### All High School Student Registrations (NEW or CURRENT DDSB students)

**Step 1:** Contact your current high school Guidance department to inform them you are applying to Port Perry High School and request your status sheet, transcript and IEP (if applicable).

**Step 2:** Please start the registration process by visiting the DDSB website and completing a "New Student" online registration form: <https://www.ddsb.ca/en/our-schools/register-for-school.aspx>.

Once our Guidance department receives your online registration, you will be contacted to provide the following documentation in step 3 prior to a scheduled registration appointment with the Vice Principal & Guidance Counsellor to choose your courses.

**Step 3:** You must provide the following documents to the Port Perry HS Guidance Secretary in order to complete the registration process before course selection can be completed.

1. Transcript
2. Your Student Status Sheet (sometimes called a credit counselling report)
3. Individual Education Plan (IEP), if applicable
4. Proof of Age (one of the following):
  - Student's birth certificate
  - Passport
  - Permanent Residence Card or Landed Immigrant Documents (original document)
5. Custody documents, if applicable
6. Proof of Residency (one of the following):
  - Mortgage/Lease Agreement
  - Most recent Utility Bill (original copy) - water, hydro, gas/oil, listing one of the custodial parents as the account holder.

*Ministry guidelines require proof of address to come from one of these listed accounts (no drivers licence, pay stub, etc.).*

7. Out of Area application, if applicable

Students under the age of 18 years must be accompanied by a parent/guardian to the registration appointment. A reminder that in order to complete your registration, **ALL** required documentation must be provided prior to a scheduled VP & Guidance Counsellor appointment to confirm enrollment.

Please contact our Guidance Secretary at [april.winter@ddsb.ca](mailto:april.winter@ddsb.ca) if you require assistance.



## Port Perry High School - Guidance Department

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### Grade 8 New Student Registration

**(Grade 8 students NOT currently attending a Port Perry feeder school)**

Thank you for your interest in attending Port Perry High School. Please carefully review the registration process below.

**Step 1:** Please start the registration process by visiting the DDSB website and completing a “New Student” online registration form: <https://www.ddsb.ca/en/our-schools/register-for-school.aspx>.

Once our Guidance department receives your online registration, you will be contacted to provide the following documentation in step 2 prior to a scheduled registration appointment with a Guidance Counsellor for course selection.

**Step 2:** You must provide the following documents to the Port Perry HS Guidance Secretary in order to complete the registration process before course selection can be complete.

1. A copy of the student’s most recent report card
2. Individual Education Plan (IEP), if applicable
3. Custody documents, if applicable
4. Proof of Age (one of the following):
  - Student’s birth certificate
  - Passport
  - Permanent Residence Card or Landed Immigrant Documents (original document)
5. Proof of Residency (one of the following):
  - Mortgage/Lease Agreement
  - Most recent Utility Bill (original copy) - water, hydro, gas/oil, listing one of the custodial parents as the account holder.

### Registration Appointments

Registration appointments for grade 8 students not enrolled in one of our feeder schools are held in mid-February. As long as you have completed your online registration and provided all required documentation, our Guidance department will contact you in early February to schedule your appointment. A parent/legal guardian must attend the appointment with the student.

Please remember that your registration cannot be completed unless all of the required documents are provided to the Guidance Secretary.

Those registering after the February appointments will be scheduled for a course selection appointment the week prior to the start of the school year.

Please contact our Guidance Secretary at [april.winter@ddsb.ca](mailto:april.winter@ddsb.ca) if you require assistance.