**Late Registration – Clayton Park Junior High**

To adhere to Public Health Guidelines by the Chief Medical Officer of Nova Scotia we are asking that late registrations be done via email between parents/guardians and Clayton Park Junior High.

To register a student please complete the following;

1. Registration Form \*link posted on school website
2. Provide proof of residency – must be a NS Power Bill (current last two months) or Home/Tenant Insurance. NOTE: we do not accept lease agreements, driver’s license, or other forms of proof.

Parent/Guardian’s name must be on the Proof of Residency

1. Health Card
2. Birth Certificate or Passport
3. Residency Papers / Immigration Papers \*if applicable
4. Last report card from previous school (if available)

Once the above items have been completed please email all documents via attachments to Trina Canavan, Principal at tcanavan@hrce.ca . Please indicate the following in the subject line; Registration and Students Name.

Once documents have been received and verified via email, a member of CPJH staff will contact you.

If you are not able to complete registration via email, please contact Alana Conrad, Vice Principal at [aconrad@hrce.ca](mailto:aconrad@hrce.ca) or contact the school at 902-457-8930. Alana will outline procedures for registering students in person while following Public Health Guidelines.

Adhering to Public Health Guidelines and ensuring the safety of our students, community and staff are the priority for Clayton Park while welcoming students and families to our schools community.