

**Registration Process**

**At**

**Clayton Park Junior High**

Registration will be conducted electrically as much as possible. If you are not able to complete and submit the required information please contact Clayton Park School at [cpjh@hrce.ca](mailto:cpjh@hrce.ca) to set up an appointment time.

To register your child;

1. Complete register form – in full including emergency contact and previous school attended \*at the top of the form
2. Provide a proof of residency – must be a current (within past two months) Nova Scotia Power or Water utility bill. Hook up notice email from NSP is also accepted if you do not have a current bill and just moved. Home/tenant insurance is also accepted. We do not accept lease agreements, driver’s licences or other forms of proof. Legal Guardian’s name of student registering must be on the proof of residency.
3. Birth Certificate or Passport
4. Health Card
5. Immigration or residency papers and medical insurance \*if applicable
6. Last report card from previous school \*if it can be provided

Once the above papers are in order, please send them via email to [cpjh@hrce.ca](mailto:cpjh@hrce.ca). Please note if you are not able to scan them please take pictures (up close) and send them via email. Please note without **all** of the above paperwork we are not able to process the registration.

Once we have processed the above paperwork you will receive a phone call or email from our guidance councillor, Ms. Matte.

We thank you for your patience as we register students and welcome back students for the start of the school year.

Take Care,

The Administration Team at Clayton Park Junior High