



# Frank J. Ney Elementary School

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5301 Williamson Road, Nanaimo, B.C., V9V 1L1

Phone: 250-729-8045

Webpage: [schoolsweb.sd68.bc.ca/fjney](http://schoolsweb.sd68.bc.ca/fjney)

## For Parents/Guardians of Students New to F.J.N. During the School Year

Welcome to our school. The following information explains the requirements for completing registration. All items must be completed before enrollment can be completed and your child/children can attend school.

Registration forms can be found at the Nanaimo Ladysmith Public Schools website: <http://www.sd68.bc.ca>

Students attend schools in their catchment area unless they have applied for out of boundary status. If you are unsure of your catchment school, use the school locator found on the website.

**Step 1.** As soon as you know you will be moving to our school, please contact our school office at 250-729-8045 to see if there is space and to provide:

- Child's name, grade, date of birth, gender and previous School
- Parent/guardian names and contact information (email addresses, cell phones...)

**Step 2.** As soon as possible:

- drop off or email the registration form to the office ([jbuckland@sd68.bc.ca](mailto:jbuckland@sd68.bc.ca))
- Show proof of residence (utility bill, lease/rental agreement, purchase paperwork...)
- Have a your child's birth certificate or passport for the office to copy
- Paperwork from the SWIS office if child is a non-Canadian student
- Paperwork from the NLPS International Department (Ronda Bell) if parent is on a study permit
- Student placement information form (from our office)

**Step 3.** Provide other documents if you have them:

- Last report card
- Other documents such as an IEP, medical information
- Custody/restraining orders

### Next steps:

- Once we have all the required documents, we will place your child/children in their class(es) and inform the teacher. The teacher will make preparations to welcome your child to the classroom the next day. If you would like to have a tour prior to arrival, please let us know.



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