



# PICKERING HIGH SCHOOL

## TRANSFER FROM A CURRENT DDSB SCHOOL

### PRE-ADMISSION INSTRUCTIONS

Thank you for your interest in attending Pickering High School.

#### **Students must complete the following:**

1. Visit the DDSB web site and use the "School Locator" to determine your home school.  
This resource can be accessed at:  
<http://www.ddsb.ca/Schools/OurSchools/Pages/SchoolLocator.aspx>  
You **MUST** attend your home school.
2. Obtain a "**Student Verification Form**" from your current DDSB school.
  - A. Update any demographic, family or emergency information on the front page as required.
  - B. Complete all sections of the back page.
3. Obtain and include the following documents to be emailed together to PHS with the "Student Verification Form".

#### **School and Other Documentation**

- Up to date **Student Status Sheet**, current marks and attendance record from your current DDSB school. (N/A for current Grade 8 students).
- Most recent **Report Card** (for September registrations, please bring in June report, once available)
- Proof of **Lawful Custody** (if applicable).
- Have the reverse side of this form completed by the current DDSB school. Complete and sign the parent / guardian acknowledgement on the reverse side of this form.

#### **Proof of Residency (2 pieces)- Have ready to show at the scheduled document viewing.**

If you have recently purchased the residence or you are the legal owner of the residence, you **MUST** show:

- A. The purchase/sale agreement **OR** The property tax statement from the Town of Ajax or Pickering.
- B. The second document must connect the parents/guardians directly to the property. Documents may include:  
A utility bill (gas, hydro, water, phone), or other documentation that directly connects a service to the property.

If you rent or lease the residence, you **MUST** show:

- A. A rental /lease agreement
- B. The second document must connect the parents/guardians directly to the property. Documents may include:  
A utility bill (gas, hydro, water, phone), or other documentation that directly connects a service to the property.

#### **An incomplete package cannot be processed, and an interview WILL NOT be granted.**

4. Once your completed application is verified, you will be contacted to schedule an interview with a PHS administrator.
  - a. The scheduling of an interview does not guarantee acceptance to Pickering High School
5. Students under the age of 18 must be accompanied by a parent or guardian at the time of interview and registration.

**Report from last school attended (to be completed by Principal/Vice Principal/Designate)**

School Name:

Phone Number:

How long did he/she attend the above school?

Attendance:

Behaviour:

Achievement:

General Comments:

Signature of Previous Principal/Vice-Principal:

Date:

**Parent/Guardian Acknowledgment**

Please sign below indicating your awareness of your child's application to register at Pickering High School.

The following school policies are in place and will be enforced.

1. **Dress Code:** Students must abide by school dress code.
2. **Safe School Policies:** Zero tolerance for violent activities.
3. **Substance Abuse Policies:** No drugs, alcohol, tobacco products including e-cigarettes, neither on school property, nor during school sponsored events.
4. **Social Harmony Policies:** A respect is shown for all cultures and participation in Anti-racism programs is expected.
5. **Attendance Policies:** Students are expected to be punctual and attend all classes, unless given permission by their parents /guardians.
6. **Cell phone and electronic devices:** Not to be visible or used unless in supervised classroom activities.
7. I give consent to Pickering High School to investigate all information submitted / related to this application in order to verify accuracy.

**Parent/Guardian Signature:**

**Date:**

**Student Signature:**

**Date:**