



# Mount Douglas Secondary School

3970 Gordon Head Road, Victoria, B.C. V8N 3X3

Phone 250-477-6977

Fax 250-477-0277

Date Application Received by Mount Doug: \_\_\_\_\_

## NEW APPLICANTS TO MOUNT DOUG APPLICATION FORM

Student Name: \_\_\_\_\_ School Attended 2017/18: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

Applying for entry into grade \_\_\_\_\_ with a start date in (check one)  September, 2018  
 February, 2019

Thanks for your interest in applying to Mount Doug. The necessary documents can be printed from our website at [www.mtdoug.sd61.bc.ca](http://www.mtdoug.sd61.bc.ca) under "Apply to Mount Doug" or paper copies are available in our school office. You will also find our Course Guide handbook on our website.

### The following documents are to be submitted to apply for registration:

- This **New Applicants to Mount Doug** form
- Completed **Course Planning selection form** (for applicable incoming grade – please fill in as a guideline for the courses you are interested in – to be finalized after confirmation of registration) - available from the school or website
- School Admission Registration Form 2018-2019 – 2 pages**
- Birth certificate** (copy) Plus see **IMPORTANT NOTE** if applicable (if **NEW to Greater Victoria School District #61**)
- Academic record** (e.g. copy of most recent report card) (if **NEW to Greater Victoria School District #61**)
- Proof of address** (refer to <https://www.sd61.bc.ca/parent-student-resources/registration/documentation/> or see the reverse side of this form) (if **NEW to Greater Victoria School District #61**)

**IMPORTANT NOTE:** For landed immigrants, please present with the application for copying:

- Original landed immigrant or Canadian Citizenship status papers
- Proof that the parents are "ordinarily resident" in Greater Victoria

### Please submit completed documents in one of the following ways:

- In person/mail: 3970 Gordon Head Road, Victoria, B.C. V8N 3X3
- Scan and email: [mtdouginfo@sd61.bc.ca](mailto:mtdouginfo@sd61.bc.ca)
- Fax: 250-477-0277

The documents will be checked for completion and I will see if we are able to accommodate your requests. As this cannot usually be done immediately, I will contact you if I require further information or when I can confirm your registration at Mount Douglas.

If your plans change or if you have any questions, please let us know by emailing [mtdouginfo@sd61.bc.ca](mailto:mtdouginfo@sd61.bc.ca) or call 250-477-6977.

Sincerely,

Mr. Phil Pitre  
Vice-Principal  
Mount Doug Secondary School  
[ppitre@sd61.bc.ca](mailto:ppitre@sd61.bc.ca)



## **Proof of Residential Address**

Every home address in the Greater Victoria School District is connected to a catchment school. Students must register at their catchment school.

To determine which schools are associated with a home address, visit the [School Locator Tool](#). Type in the address and it will indicate which school the student should attend based on their living address.

### ***For Home Owners***

Current copies of the following documents are required:

Two of the following:

- Purchase agreement of home
- Recent Property Tax statement
- Home owner's insurance
- Notice of Assessment
- A purchase agreement (with subject removal and a deposit receipt if a recent purchase)

If a homeowner is able to only produce one of the above, they will be required to also produce two of the following:

- Canadian bank or credit card statement
- BC Vehicle registration
- Income tax statement
- Insurance documents

*Note: Personal information other than address and full name can be redacted for privacy purposes.*

### ***For Renters***

The following documents are required:

- A rental agreement signed by landlord with landlords contact phone number

In addition to the above, two of the following is required:

- Canadian bank or credit card statement
- BC Vehicle registration
- Income tax statement
- Renter Insurance documents