



Confirmation of Receipt of Registration | School Email Text

A. The Documentation Has Been Included and the Form Is Correct and Complete

- Dependent Student

This email serves to confirm the receipt of the required documentation and a correctly completed registration form that indicates, based on the address provided and the age of your child, that your child is designated to this school.

The form will be processed and your child will be conditionally registered at the school, unless the school is in lottery. In the case of schools in lottery, your child's name will be added to the lottery and the determination of the school finalized after the lottery.

Once the health emergency is over, we will email you to ask that you bring the following documents to the school for verification purposes during the school office hours:

- proof of address document with the parent's / legal guardian's name (e.g., utility bill, bank statement, income tax statement, federal correspondence, property tax assessment);
- original of proof of age, legal name and citizenship document which the school will compare to the emailed document; and
- photo ID of the person who completed the form to verify their identity.

If the two declarations on the form were not signed when emailed, you will also do this at that time.

Once reviewed, if the documents:

- verify that the address is within the school's designated boundaries, the student is age appropriate for the school, and the person who completed the registration has the authority to do so, then the registration changes from conditionally registered to accepted.
- indicate that the address is *not* within the school's designated boundaries or that the student is *not* age appropriate for the school or the person who completed the registration form did *not* have the authority to complete the form, then the registration changes from conditionally registered to **withdrawn**. The school will direct the parent / legal guardian to the designated school or will explain what documentation is required.

- Independent Student

This email serves to confirm the receipt of the required documentation and a correctly completed registration form that indicates, based on the address provided and your age, that you are designated to this school.

The form will be processed and you will be conditionally registered at the school.

On your first day of school you are to bring the following documents to the school office for verification purposes:

- proof of address document with your name (e.g., utility bill, bank statement, income tax statement, federal correspondence, property tax assessment);
- original of proof of age, legal name and citizenship document which the school will compare to the emailed document; and

If the two declarations on the form were not signed when emailed, you will also do this at that time.

Once reviewed, if the documents:

- verify that the address is within the school's designated boundaries, the your age appropriate for the school then your registration changes from conditionally registered to accepted.
- indicate that the address is *not* within the school's designated boundaries or that you are *not* age appropriate for the school or that you are *not* an independent student, then the registration changes from conditionally registered to **withdrawn**. The school will direct you to the designated school or will explain, in the case of a student who is actually a dependent student, that their parent / legal guardian will need to follow the registration process for a dependent student.

B. The Documentation Has Not Been Included and the Form Is Correct and Complete

- Dependent Student

This email serves to confirm the receipt of a correctly completed registration form that indicates, based on the address provided, that your child is designated to this school.

You must contact the school and arrange a time to provide the proof of address and proof of age, legal name and citizenship document in person before the registration form can be processed. Given that access to school buildings is limited at this time, it may take some time to get an appointment and we ask for your patience as we work to protect everyone's safety.

The form will be **not** be processed until proof of address and proof of age, legal name and citizenship document is provided to the school. In the case of schools/programs in lottery, the student will be included in the lottery where appropriate but will not have a confirmed placement until documentation is provided.

When given a time by the school to provide the proof of address and proof of age, legal name and citizenship document, you are also asked to bring photo ID of the person who completed the form to verify their identity.

If the two declarations on the form were not signed when emailed, you will also do this at that time.

Once reviewed, if the documents:

- verify that the address is within the school's designated boundaries, the student is age appropriate for the school, and the person who completed the registration has the authority to do so, then the child will be registered.
- indicate that the address is *not* within the school's designated boundaries or that the student is *not* age appropriate for the school or the person who completed the registration form did *not* have the authority to complete the form, then the student will **not** be registered at the school. The school will direct the parent / legal guardian to the designated school or will explain what documentation is required.

- Independent Student

This email serves to confirm the receipt of a correctly completed registration form that indicates, based on the address provided, that you are designated to this school.

You must contact the school and arrange a time to provide the proof of address and proof of age, legal name and citizenship document in person before the registration form can be processed. Given that access to school buildings is limited at this time, it may take some time to get an appointment and we ask for your patience as we work to protect everyone's safety. Priority will be given to independent students registering for the current school year.

The form will be **not** be processed until proof of address and proof of age, legal name and citizenship document is provided to the school. In the case of schools/programs in lottery, the student will be included in the lottery but will not have a confirmed placement until documentation is provided.

You will be given a time by the school to provide the proof of address and proof of age, legal name and citizenship document.

If the two declarations on the form were not signed when emailed, you will also do this at that time.

Once reviewed, if the documents:

- verify that the address is within the school's designated boundaries, the you are age appropriate for the school then you will be registered.
- indicate that the address is *not* within the school's designated boundaries or that you are *not* age appropriate for the school or that you are *not* an independent student, then you will not be registered. The school will direct you to the designated school or will explain, in the case of a student who is actually a dependent student that their parent / legal guardian will need to follow the registration process for a dependent student.

C. The Documentation Is Not One of the Accepted: Proof of Address; Proof of age, legal name and citizenship; and/or The Form Is Incorrect or Incomplete

In order for the registration to be process, the following need to be addressed:
<the school will list what is incorrect or incomplete>

Once you have addressed each item on this list, please complete STEP 4 of the registration process.

D. It Has Been Emailed to a School That Is Not the Designated School Based on the Address Provided or Age of the Child.

- Dependent Student

New to CBE students must register at their designated school. We are not the designated school for your child, based on the address provided and/or age of your child. Follow STEP 1 to determine your designated school then send your registration request to them please.

If you still want to register your child at our school as an out of area student, once your child is registered at their designated school, you may request a transfer by completing the transfer form.

- Independent Student

New to CBE students must register at their designated school. We are not your designated school based on the address provided and/or your age. Follow STEP 1 to determine your designated school then send your registration request to them please.

If you still want to register at our school as an out of area student, once registered at your designated school, you may request a transfer by completing the transfer form.