



ADMISSION SCHEDULE FOR NEW and RETURNING STUDENTS

2023 - 2024 SCHOOL YEAR

Open House – November 23, 2022
Application Deadline is January 13, 2023

Please see below, our scheduled dates and times for accepting completed application and acceptance forms. An appointment is not necessary for the dates and times below, however, if you cannot come during the scheduled times, you must make an appointment with the office to bring in your application.

January 11th - 3:00pm to 7:00pm

Accepting Applications

January 12th - 3:00pm to 7:00pm

Accepting Applications

January 13th - 12:00pm to 3:00pm

Accepting Applications and deadline

January 26th

Email notification letters to applicants stating status as 'accepted' 'on waiting list' or 'declined'

Acceptance Package Return Dates:

February 1st – 3:00pm to 7:00pm

February 2nd – 10:00am to 8:00pm

February 3rd – 12:00pm to 3:00pm

New students will be admitted to Grades 9 through 12 as space becomes available.

Re-registration packages for existing students will also be submitted on the above acceptance package return dates.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue Port Coquitlam, BC V3B 8G7 Phone: (604) 942-7465 Fax: (604) 942-5289 www.acrss.org

NEW STUDENT APPLICATION CHECKLIST 2023-2024

This package includes:

- ✓ Application Procedures
- ✓ Summary of Tuition and Fees
- ✓ Policy and Procedures for Overdue Accounts
- ✓ Attendance Procedures
- ✓ Procedure for Electronic Devices Use
- ✓ Bring Your Own Device Policy
- ✓ Academic Honesty Policy
- ✓ Uniform Policy
- ✓ Parent Participation Program Information
- ✓ New Student Application Package

The following documents must be completed and submitted together to the school office on the following dates and times: January 11th and 12th from 3:00pm to 7:00pm, January 13th, from 12:00pm to 3:00pm. The deadline is January 13th. Please make an appointment if you cannot make those times.

- FORM - New Student Application
- FORM - Student Personal Writing
- FORM - Family Statement of Commitment
- FORM - Computer, Internet and Technology Acceptable Use Policy
- FORM - Personal Information Protection Act
- FORM - Acknowledgement of School Policies
- FORM – Academic Support Form (*for students that are currently receiving academic support*)
- FORM – Status of Parent/Guardian Admission to Canada and Residency-Form A
- FORM - Pastor’s Authorization Form (*please contact your parish to set up an appointment to ensure you are categorized by the application deadline*)
- Report Cards - Grade 7 or most recent report card for those applying to Grade 8
- Report Cards – the subsequent years from students applying for grades 9 and above (*for example if you are applying for grade 9, provide the most current grade 8 report card*)
- Copy of Student’s Birth Certificate is mandatory. If born outside of Canada, a Birth Certificate and Canadian Citizenship card or Landed immigrant documents are required.
- Copy of Parent/Guardian’s birth certificate if born in Canada, or if Parent/Guardian is born outside of Canada, a copy of the Canadian Citizenship card or Landed immigrant documents.
- Copy of Parent/Guardian’s Driver’s License, or recent copy of utility bill, property tax assessment, etc.
- Baptismal Certificate (*if Catholic*)
- Copy of Custodial Agreement or Court Order (*if applicable*)
- \$50 Non-Refundable Application Fee – dated immediately, cheque payable to “ACRSS”**

FULL-TIME ENROLLMENT POLICY

Archbishop Carney Regional Secondary School registers and enrolls full-time students exclusively, and requires them to maintain their full-time status while at the school.



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APPLICATION PROCEDURES

To apply to Archbishop Carney Regional Secondary you must return the completed application forms and a \$50 application fee cheque dated immediately, to our school office by the deadline specified on the application checklist. Please make cheques payable to: **Archbishop Carney Regional Secondary School or ACRSS**. All grade 8 applicants will be informed on January 26th, 2023 as to whether they have been accepted, placed on the waiting list or declined.

ADMISSION PRIORITY

The purpose of Archbishop Carney Regional Secondary School, being a school of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA), is to provide Catholic education while fully meeting requirements of the Provincial secondary school curriculum for the students of our regional parishes:

All Saints (Coquitlam)	St. Clare of Assisi (Coquitlam)
Our Lady of Fatima (Coquitlam)	St. Joseph's (Port Moody)
Our Lady of Lourdes (Coquitlam)	St. Luke's (Maple Ridge)
Our Lady of the Assumption (Port Coquitlam)	St. Patrick's (Maple Ridge)

In accordance with CISVA Policy, students will be admitted to this school according to the following priorities to the maximum enrollment for each grade as determined by the Education Committee and the pastors. The pastors of the regional parishes will determine how many students will be admitted from each parish and which students will be admitted if there are more applicants than spaces available.

Priority 1:

Students currently enrolled who have met the application requirements and are working in the spirit of our school philosophy and purpose.

Priority 2:

The siblings of Catholic students of practicing Catholic families who belong to one of our eight regional parishes and;

- a) are supportive of the parish as determined by the pastor;
- b) are supportive of Catholic education through the parish school or P.R.E.P. program; and
- c) have completed the Pastor's Authorization Form.

Priority 3:

Catholic students of practicing Catholic families from the regional parishes who do not presently have siblings here and fulfill the conditions stated in Priority 2.

The following priorities will be used to admit students if the needs of the regional parishes have been met and there are additional spots available.

Priority 4:

Siblings of Catholic students presently enrolled who currently belong to a non-regional parish. A Pastor's Authorization Form is required.

Priority 5:

Catholic students of practicing Catholic families who belong to a non-regional parish. A Pastor's Authorization Form is required.

Priority 6:

Students who are not included in the previously stated categories.

All school fees and other monies due for the upcoming school year must be paid according to the schedule outlined in the Application Package.



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Tuition Rates

Tuition fees are based on your Tuition Category, which is determined by your Pastor's authorization. Tuition fees are due on the 1st or 20th of each month starting in August of the current year and ending in May of the following year. Tuition fee payments are made by pre-authorized debit. Alternatively, a *single Lump Sum Tuition cheque, dated Aug. 1, 2023 may be submitted instead of monthly debits.*

The table below summarizes the school monthly tuition fee schedule for the 2023-2024 school year, per child.

2023-2024 Monthly Tuition Fees	Category 1 (Active Parishioner)	Category 2	Category 3 (Non-Catholic)
Definition of Category	Active member of a regional Catholic parish and authorized by pastor to attend this school.	Families from a non-regional Catholic parish and authorized by the pastor to attend this school or families from a regional parish that does not fulfill the requirements for Category 1	Not an active member of any Catholic parish.
1 st child	\$420	\$535	\$780
2 nd child	\$395	\$535	\$780
3 rd or more child	\$0	\$0	\$780

Regional Parish Subsidy to the School

All parishes that are served by Archbishop Carney Regional Secondary School must contribute financially to support the school's operational costs. The total parish subsidy paid to the school will be based upon the number of **students authorized in Category 1.**

Registration and Miscellaneous Fees: **All fees are non-refundable.**

- **\$50 APPLICATION FEE :** PER CHILD, dated immediately.
- **\$315 GENERAL STUDENT FEE:** PER CHILD, dated June 1, 2023
Covers the cost of equipment use, computer maintenance and site licences, yearbook, combination-lock rental, student parliament fee, emergency supplies, course fees, etc.
- **PARENT PARTICIPATION:** **If you are participating you must provide two cheques per family one dated April 1, 2024 for \$500.00, one dated June 1, 2024 for \$500. If you are not participating, please provide one cheque for \$1000.00 dated, July 1, 2023.** Please refer to the Parent Participation information included with this package.
- **\$15 LINK PROGRAM FEE:** **Grade 8 students ONLY, dated June 1, 2023**
Covers the cost of the Link Program assisting Grade 8 students with their transition to high school.

GRADUATION AND RETREAT FEES (\$205) are payable with ONE CHEQUE dated June 1, 2023

- **\$95 GRADUATION FEE:** **Grade 12 students only.**
Covers the cost of the commencement ceremony, graduation breakfast and Mass, and related expenses.
- **\$110 GR 12 RETREAT FEE:** **Grade 12 students only.** Covers the cost of the Grade 12 retreat.

Additional Costs

SCHOOL UNIFORM: Purchased through NEAT school uniform shop.

TEAM SPORTS FEE (ATHLETICS FEE): Invoiced to all students participating in a team sport: **\$80 for the first sport; an additional \$40 fee for the second and \$0 for any additional sports.** This covers the cost of individual and team league registration, referees and tournament fees. Additional costs may be incurred if individual teams are involved in out-of-town trips or to purchase team apparel.



FORMS

**Please return
to School**

**ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL**

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www.acrss.org**NEW STUDENT APPLICATION 2023-24****PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION IN FULL**

Archbishop Carney School is committed to ensuring the safety of all students. Information on this form is an essential component of the school's emergency response. In the event of an emergency, such as a major earthquake while your child is at school, information provided on this form will assist the school in the temporary care of your child and in making contact with you or someone authorized to act on your behalf. A FULLY completed, up-to-date copy of this form must be provided to the school as required by the Ministry of Education. Keep a completed copy of this form readily available for your reference and updating.

<u>Legal Family Name</u>	<u>Address</u>	<u>City/Postal</u>
<u>Main/Primary Phone #</u>	<u>Family Parish</u>	<u>Primary language spoken in the home</u>
<u>Father's Name</u>	<u>Father's Occupation/Employer</u>	<u>Father Cell Phone #</u>
<u>*Father's Citizenship</u>	<u>Father's Signature</u>	<u>Father Work Phone #</u>
<u>Mother's Name</u>	<u>Mother's Occupation/Employer</u>	<u>Mother Cell Phone #</u>
<u>*Mother's Citizenship</u>	<u>Mother's Signature</u>	<u>Mother Work Phone #</u>
<u>Father's Email</u>		<u>Mother's Email</u>

IN THE BOX BELOW PLEASE PROVIDE THE PRIMARY EMAIL FOR EBLASTS AND STUDENT COMMUNICATION

Primary Email:

<u>Student Legal last name</u>	<u>Student Legal first name</u>	<u>Student Legal middle name</u>	<u>Student Usual first name</u>
<u>Gender(Male/Female)</u>	<u>Current Grade</u>	<u>BD: day/month/year</u>	<u>Student Cell Phone #</u>
<u>Student email address</u>		<u>* CITIZENSHIP</u>	<u>If Permanent Resident, entry date to Canada</u>
<u>Place of birth (if Canada, give Province; if USA, give State; if other, give country)</u>		<u>Medical Carecard #</u>	
<input type="checkbox"/> YES <input type="checkbox"/> NO Medical Alert: If yes, explain/attach medical conditions, allergies, medication information and special instructions. Please indicate if an Epipen is required.		<u>Medical Alert Explanation</u>	

*CITIZENSHIP: Indicate your status in Canada (Canadian Citizen, Permanent Resident/Landed Immigrant, Special Status, etc.) Native students indicate Status/Non-Status, reserve, band name and DIA number. Resident qualification is required for reporting purposes under the terms of the Independent School Support Act.

LIST ALL SIBLINGS, THEIR SCHOOL AND GRADE IN SEPTEMBER 2023

Name: _____ School: _____ Grade _____
over→

Siblings con't:

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

PLEASE COMPLETE BELOW IF ADDRESS OF PARENTS ARE DIFFERENT FROM STUDENT:

<u>Father's Home Address</u>	<u>Mother's Home Address</u>
Address _____	Address _____
City _____ PC _____	City _____ PC _____

STUDENT EMERGENCY CONTACTS

OTHER CONTACTS - Person to contact other than parents:

_____ Name (In town Contact)	_____ Relationship	_____ Phone Number
_____ Name (In town Contact)	_____ Relationship	_____ Phone Number
_____ Name (Out of town Contact)	_____ Relationship	_____ Phone Number
_____ Name (Doctor)	_____ Phone Number	

STUDENT RELEASE INFORMATION

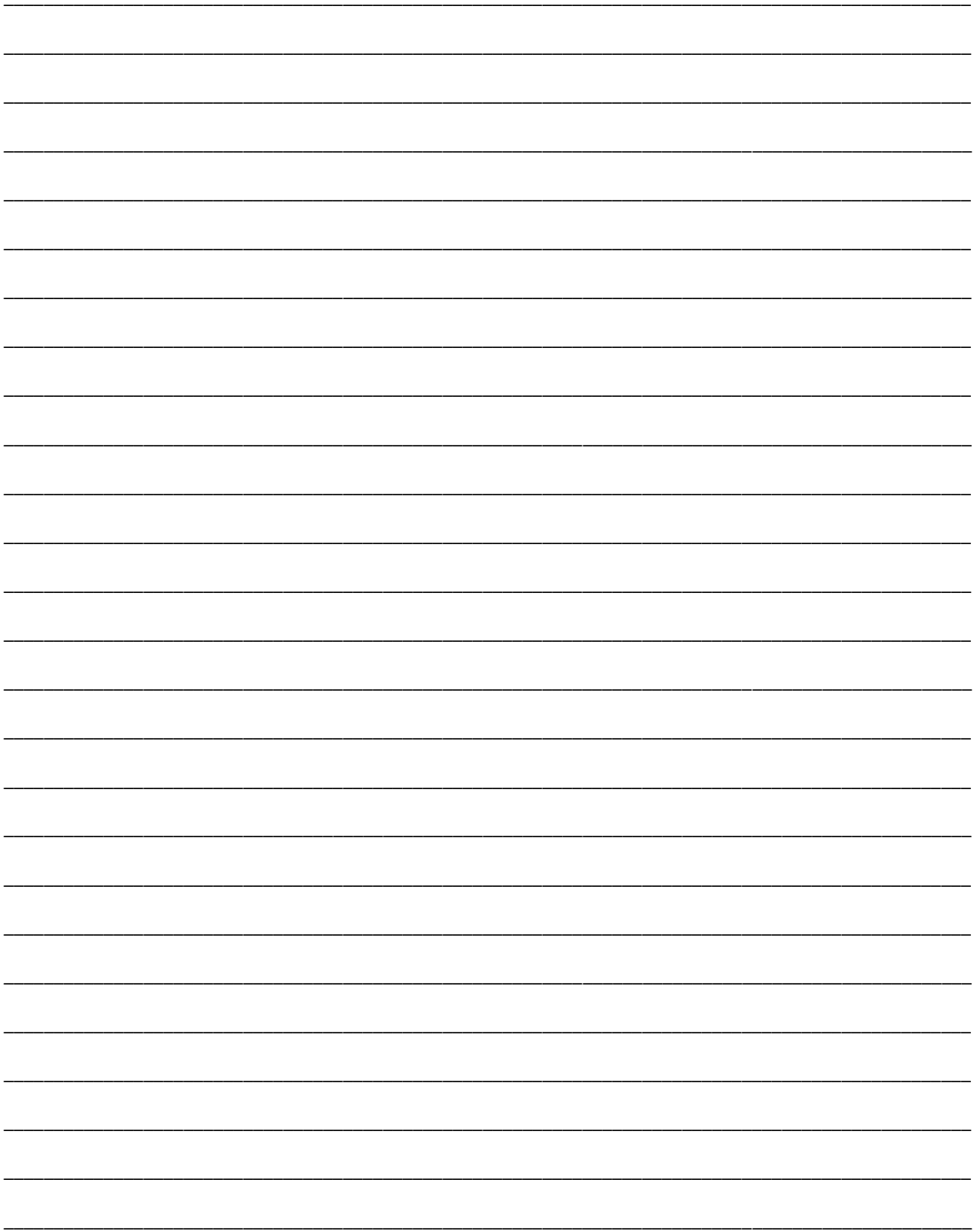
In the event of a serious earthquake or other emergency, the school may implement a controlled release of students for their safety and well-being. If this is necessary, the school will only release your child to persons authorized on this form or, if necessary, to medical personnel. Alternates should preferably live within walking distance of the school – even if it's a long walk (vehicle travel may not be possible after an earthquake).

As a parent/guardian of the said named student, I authorize his/her release after an emergency to any of the Alternate Contacts listed herein if I or another parent/guardian of the student cannot be contacted or do not arrive at the school to retrieve my child within a reasonable amount of time. I also authorize the school or person to use any of the information noted herein, as necessary, in the event of an emergency.

THIS STUDENT RELEASE WILL BE IN EFFECT UNTIL THE SAID STUDENT WITHDRAWS OR GRADUATES FROM ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL.

NAME _____ SIGNATURE _____ DATE _____
PRINT NAME

Archbishop Carney Regional Secondary School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will store securely all electronic and hard copy personal information of parent and student.





FAMILY STATEMENT OF COMMITMENT

FAMILY NAME _____

Philosophy

“Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God’s plan for creation.”

From “PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC”

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents/Guardians are expected to know and support school policies and procedures.
8. Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
If any of these conditions are not met the school reserves the right to:
a. refuse admission, or
b. remove the student from the school

Please sign both copies. Keep one and return the other with your application.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

This Family Statement of Commitment will be in place for the duration that the student attends Archbishop Carney Regional Secondary.

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Student’s Signature

Print Student’s Name

Date



COMPUTER, INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

NAME OF STUDENT _____

Purpose

In order to enhance student learning and the overall educational experience Archbishop Carney Regional Secondary School provides all students with access to computers and technology. The purpose of this policy is to govern student use of these resources. Student access to the computer network, Internet and any other school technology resource is a privilege, not a right.

Student Responsibilities

All students are expected to abide by general rules when using any computer in the school. These include but are not limited to the following:

- Student computer use within the school at all times should be used only for research, homework and other educational purposes. Responsible use of web-based resources is mandatory at all times.
- Students are only to be logged in using their own account and must not allow others to use their account or let others know their passwords. Students must also ensure they log off before leaving a computer.
- Only one person per computer.
- Students will not engage in any illegal, fraudulent or malicious activities.
- Student's will not view, send, print or store any text or graphics that may be considered pornographic, offensive, obscene, threatening, harassing, inappropriate or defamatory.
- Appropriate language in online communication is expected at all times just as it is within the school.
- Students may not access:
 - ~ Messenger or any form of instant messenger or chat room.
 - ~ Facebook, MySpace or any personal online communities.
 - ~ YouTube or any website with streaming video or audio, without prior approval. Among other things it greatly reduces the bandwidth and slows the network down within the school.
 - ~ Any game site unless authorized by the IT teacher and accessed in the IT classroom.
- Students will not vandalize any of the computer equipment in the school. This includes making configuration changes to the workstations, software, or network devices, or unplugging or moving hardware. Vandalism also includes the tampering or obstruction of Carney's system as well as the uploading or creation of computer viruses or malware.
- Students will not attempt to access blocked websites or tamper with, violate, or attempt to violate the security or operation of Carney's systems.
- Student's will not duplicate, store or transmit copyrighted material that violates Canadian copyright laws.
- Student's may not download or install software.
- Students must limit storage in home folders to their personal academic files. MP3 files or videos or any other non-educational files should not be downloaded or stored on the schools server.
- Students shall not use the computers while access privileges are suspended or revoked.

General Terms

Failure to adhere to the above rules may result in temporary or even permanent loss of network privileges, disciplinary action, and or referral to appropriate law enforcement officials if necessary. The students may also be responsible for repair or replacement costs of the equipment.

The school reserves the right to update these rules at any given time to reflect current technology. Please refer to the following link for current updates on our website at www.acrss.org. Updates will also be announced and posted in the library and computer labs.

Students will not be given a computer access account if this document is not signed and turned in to the office.

Any student not using the computer for academic use may be asked to log off and may not be permitted computer access for the rest of the day.

Privacy

Students must acknowledge that they have no expectation of privacy while using any computer within the school and must never assume that their personal electronic communications are private. Network Administrators have access to all files on the system including student home directories, web folders and email. It should be understood that the Designated Staff have the capability of remotely monitoring any student accessible work station located within the school. In addition, activity and usage logs are automatically created and may be reviewed.

Student and Parent/Guardian Agreements

The signatures below indicate that the parties have carefully read and understood the significance of the terms and conditions and agree to abide by them.

STUDENT CONTRACT

I certify that I have carefully read the ACRSS Computer, Internet and Technology Acceptable Use Policy. I fully understand the above terms and conditions and agree to follow them. I understand that if I violate any of the above conditions that I may lose my computer account and may also face other disciplinary action. I agree to use the computers and Internet for academic use only and also agree to report any misuse of the Technology to the IT Teacher, the Librarian, Principal or Vice-Principal. I will use the school's technology at my own risk and hereby release the school from any claims arising from my misuse of these services. I am also aware that these terms and conditions can change at any time and that it is my responsibility to check the school website for any updates.

Student Name (please print): _____

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN CONTRACT

As the parent/guardian of _____ I certify that I have read and discussed this Acceptable Use Policy with my child/ward. I know of the potential dangers of the Internet and realize that my child uses it at their own risk. I will not hold the school accountable for any material obtained on the network and I hereby release the school from any claim arising from my child's use of the Internet at school. I understand that if my child does not follow the terms and conditions of the Acceptable Use Policy that they may lose access privileges or face disciplinary action; and that if a criminal offence has been committed the matter may be turned over to the proper authorities. I understand that my child is responsible for repair or replacement cost of any equipment they have damaged. By signing this contract I give my consent to the school to issue a computer account to my child and understand that my child can access the Internet with it.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

This contract will be in place for the duration that the student attends Archbishop Carney Regional Secondary School.



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PERSONAL INFORMATION PROTECTION ACT

NAME OF STUDENT: _____
LAST NAME FIRST NAME

STUDENT REGISTRATION FORMS

1. I consent to having Archbishop Carney Regional Secondary School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and e-mail addresses, behavioral, academic and health information, report cards, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. *This information is required in order to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the Privacy Manager for Archbishop Carney Regional Secondary School is Mr. Pierre Nolet who may be reached at 604-942-7465, Extension 223.*

Signature of Parent/Guardian: _____ Date: _____

2. I consent to having photographs and work samples of my child(ren) used by Archbishop Carney Regional Secondary School in the yearbook, newsletters, school website and other promotional material.

Signature of Parent/Guardian: _____ Date: _____

The above consent will be in place for the duration that the student attends Archbishop Carney Regional Secondary.

Archbishop Carney Regional Secondary School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision, and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. However, this policy is superseded by the student records order (section 6 (1)), in cases where there is a requirement for the delivery of health services, social services or other support services, in these cases parental consent would not be required. The school will store securely all electronic and hard copy of parent and student personal information.

Pierre Nolet

Pierre Nolet, Vice-Principal

Title: Privacy Manager

Phone: 604-942-7465



ACKNOWLEDGEMENT OF SCHOOL POLICIES

FULL-TIME ENROLLMENT

We agree to abide by the **Full-Time Enrollment Policy**. We understand that if we do not comply with this policy we may be asked to withdraw as a family from Archbishop Carney Regional Secondary School.

Student's Initials Parent's Initials

ATTENDANCE

We agree to abide by the **Attendance Policy**. We understand that if we do not comply with this policy we may be billed for the loss of the student government grant.

Student's Initials Parent's Initials

ACADEMIC HONESTY

We understand that at Archbishop Carney we have a responsibility to maintain the academic standards of the school. One value that develops this standard is academic honesty. We agree that we have read the **Academic Honesty Policy**. We understand the range of consequences that can occur if we are academically dishonest.

Student's Initials Parent's Initials

ELECTRONIC DEVICES USE (cell phone, music players)

We agree to abide by the **Electronic Devices Use Policy**. We understand that if we do not comply with this policy we will be subject to the range of consequences as stated in the Electronic Devices Use Policy.

Student's Initials Parent's Initials

UNIFORMS

We agree to abide by the Uniform Policy. We understand that if we do not comply with this policy, we will be subject to the range of consequences as stated in the **Uniform Policy**.

Student's Initials Parent's Initials

OVERDUE ACCOUNTS

We agree to abide by the Policy and Procedure for Overdue Accounts. We understand that if we do not comply with this policy we will be subject to the range of consequences as stated in the **Policy and Procedure for Overdue Accounts**.

Parental Initials

We agree to abide by the above policies. This agreement will be in place for the duration that the student attends Archbishop Carney Regional Secondary.

Student Signature

Print Student Name

Date Signed

Parent/Guardian Signature

Print Parent/Guardian's Name

Date Signed



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ACADEMIC SUPPORT REQUEST 2023-24

(for students that require support, please fill out this form)

SECTION 1 – STUDENT INFORMATION

Applying for: September 20____ (YY) Grade Entering: 8 9 10 11 12

Last Name: _____ First Name: _____

Elementary/Middle School: _____

Does your child have a Ministry designation: No Yes

(if yes, please list here)

SECTION 2 – HISTORY OF ACADEMIC SUPPORT

Has your child received learning assistance at school in the last two years? No Yes
(check all that apply)

Pulled out of class for individual or small group instruction _____
(specify courses assistance was for)

Individual skill development or remediation

(ie. Reading, writing)

Adapted program (I.E.P. in place)

Modified program (I.E.P. in place)

Lifeskills (I.E.P. in place)

Has your child received special services at school in the last two years? No Yes
(check all that apply)

Speech & Language Pathology Occupational Therapy Behaviour Support

Teacher of the Deaf & Hard of Hearing School Psychology Services Counselling



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ACADEMIC SUPPORT REQUEST 2023-2024 (con't)

Name of person(s) responsible for organizing learning assistance or special services:

Does your child have medical needs that the school needs to be aware of: No Yes (check all that apply)

Existing medical condition _____

 Medication _____

SECTION 3 – PARENT INFORMATION (please print clearly)

(Parent name) _____
(Email) _____
(Daytime Phone Number)

(Parent name) _____
(Email) _____
(Daytime Phone Number)

(Parental Signature) _____
(Date)

FOR OFFICE USE ONLY

Date LRC received the Academic Support Request form _____
Date of initial contact with family _____
Meeting scheduled for: _____

**STATUS OF PARENT/GUARDIAN -
ADMISSION TO CANADA AND RESIDENCY – FORM A**

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

Lawfully Admitted into Canada

1. I am (please V one):

- A Canadian citizen:
Please attach a copy of parent’s birth certificate or citizenship paper/card.
- A Permanent Resident:
Please attach a copy of parent’s landed immigrant status paper or Permanent Resident card.
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada), with one of the following documents.

Please mark the appropriate box below and attach a copy of document.

- Admission as a refugee or refugee claimant
- Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
- Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
- A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer, or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other – document description: must be cleared with Citizenship and Immigration Canada:

Residency in British Columbia

2. I am a resident of British Columbia (please V check):

- Yes, Residency address: _____

Please attach a recent copy of a recent utility bill, driver’s license, municipal tax assessment, mortgage document or rental agreement.

- No, I am not a resident of British Columbia.

Confirming signatures:

3. Parent/Legal Guardian’s name: _____

Signature of Parent/Legal Guardian

Date

For Office Use Only:	
Proof of Residency: _____	Date: _____

Archbishop Carney Regional Secondary School

PASTOR'S AUTHORIZATION FORM
School Registration 2023-24

- For all applicants, complete IN FULL, the family demographical information below.
- For Catholic applicants, this form is to be presented to the Pastor by the parent/guardian for his signature.
- For Catholics not registered at a parish or Non-Catholic applicants, sign the section entitled "Category 3" on the reverse side.

THIS SIGNED AND COMPLETED FORM MUST BE SUBMITTED WITH YOUR APPLICATION PACKAGE. PLEASE ALLOW SUFFICIENT TIME FOR YOUR PASTOR TO COMPLETE

FAMILY NAME	NAME OF PARISH ATTENDED BY FAMILY
STREET ADDRESS	CITY
POSTAL CODE	HOME PHONE

NAME OF STUDENT APPLYING FOR **SEPTEMBER 2023**

(circle grade)

	8	9	10	11	12
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LIST ALL SIBLINGS ALREADY ENROLLED AT ARCHBISHOP CARNEY AND CIRCLE THEIR GRADE IN **SEPTEMBER 2023**

	8	9	10	11	12
	8	9	10	11	12
	8	9	10	11	12

All parishes that are served by Archbishop Carney Regional Secondary School must contribute financially to support the school's operational costs. The total parish subsidy paid to the school will be based upon the number of **students authorized in Category 1.**

(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)

CATEGORY 1 - PARISH AUTHORIZATION (Parish subsidy)

Authorization in Category 1 is based on the following:

- registration in this parish,
- regular Mass attendance in this parish,
- use of Sunday envelopes, and
- participation in work activities as required by the parish. *(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)*

 Name of Parish

 Pastor's Signature

 Date of Signature

CATEGORY 2 - PARISH AUTHORIZATION (No Parish subsidy)

Authorization in Category 2 is based on the following:

- families from non-regional parishes
- families from a regional parish that do not fulfill the requirements for Category 1. *(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)*

Name of Parish

Pastor's Signature

Date of Signature

CATEGORY 3

Students from families who are not members of any Catholic parish. *(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)*

Parent's Signature

Date of Signature

SPECIAL PARISH SUBSIDY for 2023-24

NAME OF PARISH _____

OPTION 1

THE PASTOR IS NOT ABLE TO OFFER A SPECIAL SUBSIDY AT THIS TIME.

Pastor's Signature – OPTION 1

Date of Signature

OPTION 2

Pastors should complete this section if the parish is granting a Special Subsidy by paying part of the tuition for this family for the **school year 2023-2024**. This subsidy is **IN ADDITION TO** the required \$25 monthly subsidy per student paid to Archbishop Carney Regional Secondary School.

PLEASE LIST ALL CHILDREN FOR WHOM YOU ARE GRANTING A SPECIAL SUBSIDY.

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

Pastor's Signature – OPTION 2

Date of Signature