



Dear Parents and Guardians:

Welcome to the Elk Island Catholic Schools (EICS) family!

When registering your child with EICS for the first time, it is helpful if you are able to provide a copy of the *Baptismal Certificate* to assist us with programming.

We are required by Alberta Education to have current and up-to-date information for each student, including proof of age. To ensure the file is complete, please include the following items if applicable:

- Birth Certificate (or other government-issued proof of age)
- Work Permit and/or Study Permit
- Custody and/or Guardianship documents

Reference:     Administrative Procedure 300 – Admission of Students  
                  Administrative Procedure 302 – International Students  
                  Administrative Procedure 301 – Entrance Age  
                  Administrative Procedure 320 – Student Records  
                  Administrative Procedure 322 – Legal Custody of Children

**Important Note:** If your child has a medical condition that we should be aware of, please ensure you fill out the appropriate forms, which are available from the school secretary.

Reference:     Administrative Procedure 316 – Administration of Medication/Medical Treatment to Students

Thank you!