



# HOLY TRINITY CATHOLIC SECONDARY SCHOOL

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Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

## REGISTRATION PACKAGE FOR TRANSFERRING STUDENTS

Name of Student: \_\_\_\_\_

Students transferring from another school: \_\_\_\_\_  
(School Name)

An interview with Administration will be scheduled only after all the required documents listed below have been submitted and if the requested courses are available. Specialty courses/programs can only be offered subject to availability.

#	DOCUMENT/FORM	NAME
1	<input type="checkbox"/> Completed and Returned	<b>REGISTRATION FORM</b> (Please complete and sign – including Authorization/School History signed by Vice-Principal of your present school and faxed to (905) 404-9372.)
2	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A	<b>PROOF OF AGE</b> (Birth or Baptismal Certificate)
3	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A	If <u>born outside of Canada</u> – <b>RECORD OF LANDING and PROOF OF CITIZENSHIP</b> (Permanent Resident Card)
4	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A	<b>SEPARATION AGREEMENT and/or COURT ORDER</b> identifying the legal custody and access arrangements – if student is <b>not</b> living with BOTH BIOLOGICAL PARENTS, please provide a copy. <i>(Board Policy #302 effective March 24, 2009 – to ensure that the custody and access rights of parents/guardians of students are done so in accordance with legal custody and access arrangements).</i>
5	<input type="checkbox"/> Completed and Returned	<b>COURSE SELECTION SHEET</b> (Must be completed and signed)
6	<input type="checkbox"/> Completed and Returned	<b>INTERNET ACCEPTABLE USE AGREEMENT</b>
7	<input type="checkbox"/> Completed and Returned	<b>PARTICIPATION IN RELIGIOUS CELEBRATIONS AND RELIGIOUS EDUCATION COURSES</b>
8	<input type="checkbox"/> Submitted  FEE MUST BE RECEIVED	<b>\$50.00 STUDENT ACTIVITY FEE</b> (Must be submitted to process registration) Family Plan – 3 or more children \$100.00 Maximum Payable to <b><u>Holy Trinity Catholic Secondary School</u></b> - No post-dated cheques please.
9	<input type="checkbox"/> Submitted	<b>IEP</b> (if applicable)
10	<input type="checkbox"/> Submitted	<b>COPY OF MOST RECENT REPORT CARD (including copy of up-to-date school Transcript or Summary of Student Achievement)</b>
11	Source of Information	<b>COURSE selection planner -<u>Course Calendar</u> – available at <a href="http://www2.careercruising.com/default/cplogin/PVN">www2.careercruising.com/default/cplogin/PVN</a></b>
12	Source of Information	<b>MCCARTHY'S SCHOOL UNIFORM INFORMATION</b>
13	Source of Information	<b>TRANSPORTATION LETTER</b>

**PLEASE NOTE: ALL information must be submitted before a Timetable is created. Thank You!**

Revised: November 7, 2016