



Dual Enrollment Registration Form



FOR OFFICE USE ONLY: (Please ensure Proof of Age and Residency are provided and initial in allocated area)

Information Verified By (Staff Name): _____ Date: _____
DD-MM-YYYY

STAFF INITIALS

Current Year: Enrollment Date: _____ Grade: _____

REGISTRATION DOCUMENTATION: MSS Students please ensure proof of Guardianship/age/residency/address is updated/on file at MSS

Proof of Legal Guardianship:	Proof of Residency (Parent/Guardian):	Proof of Physical Address (for catchment):
<input type="checkbox"/> Birth Certificate (LONG Version with Parent Names) <input type="checkbox"/> Landed Immigrant Document <input type="checkbox"/> Guardianship Order <input type="checkbox"/> Income Tax Statement (Children are Declared)	<input type="checkbox"/> BC Driver's License <input type="checkbox"/> BC Services Card (PHN) <input type="checkbox"/> ICBC Registration Document <input type="checkbox"/> Rental Agreement, Accompanied With: <input type="checkbox"/> Hydro <input type="checkbox"/> Gas or <input type="checkbox"/> Cable Bill <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Utility Bill <input type="checkbox"/> Employment Pay-Slips (Current)	<input type="checkbox"/> Driver's License <input type="checkbox"/> Proof of Purchase of Residence <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Notary Authorized Letter <input type="checkbox"/> Rental Agreement, Accompanied With: <input type="checkbox"/> Hydro <input type="checkbox"/> Gas or <input type="checkbox"/> Cable Bill <input type="checkbox"/> Mortgage Statement
Proof of Child's Age: <input type="checkbox"/> Canadian Birth Certificate / <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Immigration Canada Documents <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Indigenous Status Card <input type="checkbox"/> Driver's License / BC Services Card (if over 19)		
**INTERNATIONAL STUDENTS International Dept must approve request for online courses. Fees may apply.		

TO BE COMPLETED BY PARENT/GUARDIAN (this point forward):

STUDENT INFORMATION:

Current School: _____ School Counsellor Name: _____ Current Grade: _____

LEGAL Name: _____
(Last Name) (First Name) (Middle Name)

USUAL Name: _____
(Last Name) (First Name) (Middle Name)

Date of Birth: _____ Age: _____ Legal Gender: M F / Preferred Gender: M F Other
(DD-MM-YYYY)

Phone(s)/Email: _____
(Student Home) (Student Cell) (Student Work – if applicable) (Student Email)

Address: _____
(Apt. #, Street Name) (City) (Province, Postal Code)

Mailing Address (if different from above): _____

COURSE(S) REQUESTED – NOTE: Math & Science courses must be completed within 5 months of enrollment.
If you are requesting PHE10/CLE/CLC – VP Approval is required If you are requesting Peer Tutoring – please list course/teacher

CITIZENSHIP: (Student and Parent):

Student: Country of Birth: _____ Citizen of: _____ Immigration Status: _____

Parent: Country of Birth: _____ Citizen of: _____ Immigration Status: _____

LANGUAGE:

First Language: _____ Used at Home: _____ Most Used: _____

INDIGENOUS ANCESTRY: NO YES / If YES, please tick the applicable ancestry below:
 Inuit Metis Non-Status Status-Off Reserve Status-On Reserve

Band of Origin: _____ Band of Residence: _____

PREVIOUSLY ENROLLED AT MISSION ONLINE SCHOOL?

Has student ever attended **Mission Online School?** NO YES: _____ If YES, Year(s) Attended: _____

MSS SUPPORT BLOCK STUDENTS – Additional Info Required:

Student currently has a Learning Support Block ___ No ___ Yes:
If Yes, please indicate which teacher: _____

DISABILITIES and/or DIVERSE LEARNING NEEDS (please provide any applicable documentation):

Identified Special Needs / Learning Needs NO YES. If Yes, Please Provide Details:

Student currently has an **Individualized Education Plan (IEP)** NO YES: If YES, Current Designations(s): _____

Other Information:

PARENTS/GUARDIANS/CONTACTS:

Contact #1.

Relationship: _____ Last Name: _____ First Name: _____
Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)

Living with Student? YES NO / Has Custody? YES NO / Can Pick-Up? YES NO / Speaks English? YES NO
Address if Different from Student's: _____

Contact #2.

Relationship: _____ Last Name: _____ First Name: _____
Phone(s)/Email: _____
(Home) (Cell) (Work) (Email)

Living with Student? YES NO / Has Custody? YES NO / Can Pick-Up? YES NO / Speaks English? YES NO
Address if Different from Student's: _____

****PLEASE NOTE****

MISSION ONLINE SCHOOL REQUIRES AT LEAST ONE PARENT/GUARDIAN EMAIL ADDRESS FOR CROSS ENROLLED STUDENTS

CUSTODY:

Are there any legal documents in force re: Custody / Guardianship / Access? YES NO
If YES, have you provided the school with a copy of these legal documents? YES NO

CUSTODY–Agency Representative: (e.g., MCFD)

Continuing Custody Order Temporary Custody Order
If YES, have you provided the school with a copy of these legal documents? YES NO

OTHER NOTES OR COMMENTS:

I VERIFY THAT THE INFORMATION CONTAINED IN THIS REGISTRATION IS ACCURATE AND COMPLETE

Parent/Guardian Name (please print): _____

Parent/Guardian Signature (if student is under 19): _____ Date: _____

Mission Online School (MOS)

Letter of Commitment -Roles & Responsibilities (Dual Enrolled)

Student Name _____ Grade _____

As a PARENT, I agree and understand the following:

- I understand that my child logs in regularly and actively engages in all courses within 2 weeks of enrolment and maintain a status of active engagement throughout the year on a path to successful course and grade completion,
- I understand that I must maintain regular and ongoing communication with my child's teacher either in person, via email or phone, and through regular and ongoing submission of work,
- To contact the teacher when issues arise with a student's ability to complete coursework so that the student is not withdrawn from courses for inactivity,
- I understand that my child is required to participate in the school district/ provincial assessments and surveys,
- To regularly view the student's report cards through the parent portal on MYED and to provide additional review or support as needed,
- Regularly check the MOS website for updates, reminders, and important dates,
- I understand that a requirement of enrolment at MOS is to follow the guidelines outlined on this form. Failure to abide by these guidelines may result in the withdrawal of enrolment in this program,

As a Student, I agree and understand the following:

- To contact the teacher when additional help or support is needed,
- Ensure active engagement in each course within 2 weeks of enrollment and maintain a status of active engagement throughout the year,
- To complete and submit course assignments regularly and continuously as per the learning plan and the schedule established by the teacher,
- I understand that I may not be enrolled in the same program or course at a different school at the same time,
- I am required to participate in invigilated tests and exams as required per course and abide by the Academic Integrity policy for MOS,
- I am required to attend tutorials at MOS as directed by the teacher,
- Maintain regular and ongoing communication with the teacher via email, phone, in person, or other means, including regular and ongoing submission of student work,
- Contact the teacher immediately if for any reason they are unable to meet the above criteria,
- I understand that if I fail to abide by the above criteria, my continued enrollment at MOS will be in jeopardy, and I will be issued a 'warning of withdrawal email', with actions required to maintain enrollment at MOS,
- I understand if I fail to comply with the Letter of Commitment, I will be withdrawn from my program at MOS.

Parent Name: _____ Parent Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Mission Online School (MOS) Academic Integrity Policy

Please read the following information regarding the Academic Integrity policy for students at MOS.

What is Plagiarism or Academic Dishonesty?

1. Submitting work that you have copied from the internet, a friend, or any other source or person.
2. Having someone else complete your work for you.
3. Submitting work that has been significantly edited by a tutor, parent, or any person.
4. Using information from a person or source during a test, unless authorized by the teacher or the course instructions.
5. Providing, or accepting, unauthorized access to restricted course materials (tests, passwords, quizzes, answer keys), without the teacher's written consent.
6. Submitting the same work for different assignments or courses.

***Note:** Students are responsible for keeping a record of the resources used when completing assignments/projects. Please be sure to check your specific course, or teacher, for the Citation style that you are required to use.*

Potential or escalating consequences of plagiarism or academic dishonesty:

1. Redoing the assignment/test under teacher supervision at MOS during regular school hours.
2. Receiving a "0" on the assignment/test.
3. Being required to do all future tests and/or major assignments under the supervision of a MOS teacher, or a BC-certified teacher.
4. Being withdrawn from the course or receiving a failing grade on the course.
5. Being withdrawn from school.

In all instances of plagiarism or academic dishonesty, a parent/guardian will be notified, in addition to the school administrator. Consequences will be determined at the discretion of the teacher and administrator on a case-by-case basis.

EXAMS Invigilation Guidelines at Mission Online School

1. Tests need to be supervised by teachers during regular school hours OR via Zoom/ Teams
2. The tests/exams can also be supervised off-site by another BC Certified teacher. This teacher must have an active school district email address, from which they email your teacher for test instructions and passwords.
3. If there is a discrepancy of more than 25% between the supervised tests and other coursework, then a teacher can:
 - *Weigh the supervised test more heavily than previous coursework.*
 - *Require the student to re-do the test and/or previous coursework under the supervision of a MOS teacher during regular school hours.*
 - *Require that all future tests and major assignments be completed under the supervision of a MOS teacher during regular school hours.*

I have read, and understand, the above Academic Integrity Policy, and Test Invigilation Guidelines, for Mission Online School.

Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____