



Clayburn Middle School

ABBOTSFORD
SCHOOL DISTRICT

Principal: Ms. Linda Pollastretti
Vice-Principal: Mrs. Heather Reid

Office Staff: Mrs. Debbie Horsman
Mrs. Marcia Janzen

Dear Parents,

Re: Registration 2019-20

We are looking forward to another outstanding year at Clayburn Middle School. We appreciate that the registration process can be confusing. Below is our guide to help you navigate the steps to successfully register your child at Clayburn Middle School.

The steps:

1. If you attend our Feeder Elementary Schools (Swift, Auguston, Stenersen (English only), Matsqui, Prince Charles, and Sandy Hill (English only) **AND** live in the Clayburn catchment (check <http://mybaragar.com/index.cfm?event=page.SchoolLocatorPublic&DistrictCode=BC34> [the link is also on our website under registration]) you **DO NOT** need to register. We will be conducting visits to each school, whereby you will receive a welcome letter, enrolment verification form (this form must be returned to your child's teacher who will submit to Clayburn), district and school forms, and Parent Handbook.
2. If your child **does NOT attend** one of our Feeder elementary schools **OR** you have moved into our catchment **OR** you would like to register as a non-catchment:
 - a. Go to <http://clayburn.abbyschools.ca/parents/registration> and download the registration package which includes:
 - i. Registration Form
 - ii. Various SBO/ district consent forms
 - iii. In-District Non-Catchment Request (mandatory only if you **do not** live in Clayburn's catchment)
 - iv. Out-of-District Request (mandatory only if you live outside of Abbotsford)
3. Complete the package and return to Clayburn along with the following:
 - a. Your child's birth certificate and care card
 - b. Two Proof of Address documents (one of: mortgage, property sales agreement, tax notice or utility bill (cable, phone, heat) etc. **AND** one of: bank statement, credit card statement, or government document (driver's license, MSP bill etc.).
4. Your registration package and proof of address, citizenship and residency will be date and time stamped. Registration begins on February 1st and the priority for placement is (as outlined by the Abbotsford School District policy):
 - a. Catchment area students who attended the previous year (grade 7 and 8 students)
 - b. Siblings of catchment students who attend the previous year (grade 6, 7 or 8)
 - c. New Catchment area students (feeder elementary or who attended elsewhere in the district but live in catchment [grade 6, 7, 8])
 - d. Re-Applying non-catchment area students who live in district but outside Clayburn's catchment area and who attended the previous year (grade 7, 8)
 - e. Siblings of non-catchment students who attended the school during the previous year (#d above)

- f. New in-district non-catchment area students
 - g. Non-school district students
5. During the month of May, we will be working through our enrolment numbers based on information provided to us from feeder/ district school and then new registrations.
- a. We will contact you ASAP with updated information.
 - b. Please note, non-catchment requests will be placed on a waiting list and reviewed at the end of the second week of September by the area district Assistant Superintendent (you will hear from us at the earliest during the end of second week of September).
6. Additional Information
- a. Bussing
 - i. User pay bussing is available for our students. Bussing forms and cost information are available on the district website at – <http://www.abbyschools.ca/busing>. We have included the form in our registration package and it only applies to students who need bussing to/ from school daily.

Parents/ students are encouraged to check out our Student Information Handbook and Parent Handbook which are available online at <http://clayburn.abbyschools.ca/parents/handbook> for complete information about Clayburn Middle School including our values, expectations, and procedures. If you require assistance or have any questions, please feel free to contact the school during office hours from 8-2pm Monday to Friday. We hope the steps above have simplified what can be a confusing process. We look forward to seeing your child in September.

Sincerely,



Mrs. Linda Pollastretti
Principal, Clayburn Middle School