

École Manachaban Middle School

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Mr. T. Elbel
Principal

Mr. G. Gaudet
Assistant Principal

STUDENT REGISTRATION PROCEDURES (2016-2017)

Welcome to École Manachaban Middle School! To register a new student (whether at Central Office in Airdrie during the summer or at Manachaban after August 22nd, 2016), a Parent or Guardian must complete the following:

1. Proceed to our website at <http://manachaban.rockyview.ab.ca>.
2. From the home page, click on the **Registration link** on the lower right portion of the screen as illustrated below.

Ensure that these three documents are presented with the two below.

Complete and sign these two forms and present them with the above three documents.

3. As indicated on the **Registration Information** page, the following five (5) documents must be presented for all students:
 - A completed and signed copy of the **RVS Student Registration form** (2016/2017).
 - A completed and signed copy of the **Previous School File Request form**.
 - A copy of the student's Birth Certificate (or other Citizenship/Visa documents).
 - Proof of Residency (can be a copy of a Utility Bill or a Home Purchase/Rental Agreement).
 - A copy of the student's most recent Report Card or Transcript.
4. Students going into Grade 6 will require a completed and signed **Grade 6 Band & General Music Option form**, which can be found on our website by clicking on the **2016-2017 Options Forms & Information** link (the first link under Registration Forms & Links).
5. Students going into Grade 7 or 8 will be required to complete and submit an on-line **Grade 7 or 8 Option Selection Form**, which can be found on our website by clicking on the **2016-2017 Options Forms & Information** link (the first link under Registration Forms & Links).

Manachaban invites all new students to an Orientation Day on **Wednesday, August 31st, 2016** (1:00 p.m. to 3:30 p.m.). Should you have any questions, please call the school office at (403) 932-2215. The school office will be open effective Monday, August 22nd, 2016 at 9:00 a.m.