

Registration Information and Procedures

1. **Complete the Student Information Form and return it to Colonel Gray.**

http://www.edu.pe.ca/gray/main/docs/esd_student_information_form.pdf

2. Make contact with previous high schools (grade 10, 11, 12) and make arrangements to have current transcripts forwarded to Colonel Gray.
 - a. Phone Number – (902) 368-6860
 - b. Fax Number - (902) 368-6839

3. Read the Colonel Gray Course Handbook to understand the PEI high school program and specific courses that are available.

http://www.edu.pe.ca/gray/main/docs/gray_course_handbook.pdf

4. **Print the Course Selection Sheet** and prepare a draft of courses required.

- a. New High School Students - Grade 10

http://www.edu.pe.ca/gray/main/docs/gr10_course_selection_form.pdf

- b. High School Students – 10, 11, 12

http://www.edu.pe.ca/gray/main/docs/student_course_selection_form.pdf

5. Contact the school by phone (902) 368-6860 to make arrangements for a registration appointment or return contact to make course selections.

Specific Notes:

6. **Transferring from another school during the school year.**

- a. When a student transfers in from another school in PEI midsemester it is necessary to register in the same courses as in the host school. Up-to-date assessments are often requested to allow continuity in the course work.
- b. Out-of-Province course work can also be transferred midsemester but curriculum differences can make the transition more difficult.

7. **International Students**

- a. Student who move to PEI from countries where English is an additional language must contact the EAL reception centre for a English Language Proficiency Assessment (for students grades 1 to 12). The contact number is (902) 620-3738.
- b. We recommend that families from countries where English is an additional language contact the PEI Association for Newcomers to Canada at 628-6009. The website is: <http://www.peianc.com/>

8. **Registering late** (greater than two weeks into the semester)

- a. If a student has not been attending school it is much more difficult to complete required curriculum and student success is often lower.
- b. 110 hours of instruction are required to complete each course.

- c. In some cases a student may be refused admission until the following semester if it is not possible to complete a credit.

9. Registration Dates

- a. Course selections for the next school year are completed in April. If you are planning to attend in the fall please contact the school in the spring so that your choices can be considered in the scheduling process.
- b. Late Registration usually happens during the last week in August for the 1st semester and the last week of January for the 2nd semester.