



Application Documents Checklist

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Canadians and Permanent Residents

Along with your fully completed application form, the documents listed below must be included at the time of submission in order to fully process and consider your application. **An incomplete application may delay its processing.** Please check the numbers below for documents enclosed and do not submit original documents. All applications should be submitted electronically to Susan Kelly at skelly@sjp2academy.com. Thank you.

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|--------------------------------|-------------------|
| Student's Name: | |
| Last Name | First Name |
| Applying for Grade: | |
| Starting September 2023 | |

1. Copy or proof of Canadian Citizenship (Birth Certificate or Citizenship Card)
OR
Copy or proof of Permanent Residence (Permanent Resident Card or Record of Landing) **with** a copy of your son or daughter's birth certificate.
 2. Proof of Citizenship of both mother and father, regardless of nationality. The following are acceptable documentation: photocopy of Birth Certificate, Citizenship Card, Permanent Resident Card, Record of Landing, or Passport showing name, date of birth, and passport number.
 3. A signed copy of "Legal Residency of Parent" form A **AND** Proof of Residency Address. *see reverse
- For Catholics:**
- A copy of your son or daughter's baptismal certificate; **AND**
 - Completed "Endorsement from the Parish Priest or Worship Leader form (Form C)
- For Non-Catholics:**
- Completed "Endorsement from Pastor or Worship Leader form (Form C) (if applicable)
4. A copy of your son or daughter's report card for the current school year.
 5. A copy of your son or daughter's last report card from the previous school year.
 6. Recent photo of your son or daughter (school photo preferred)
 7. Non-refundable \$75 application fee payable by cheque to Saint John Paul II Academy (your cleared cheque is proof of receipt)
 8. Personal note written by the student stating why he /she would like to attend Saint John Paul II Academy.
 9. Other supporting documentation (if applicable) i.e.
 - Medical Information; Individual Education Plan, Case Management Plan, etc.
 - Reference letters from coaches, parents of present Saint John Paul II students, family friends.
 - For First Nations applicants, details of the Band Name and Ministry Band Code Number.
 10. **Form E** - Completed Enrolment Deposit Form or letter indicating need for Financial Assistance.
 - Note: Parents who have already completed this form are not required to re-submit.

REMINDER: Please have your son or daughter's teachers complete the "Student Information Sheet" – Form D which can be sent directly to the school. Please note that the Student Information Sheet will suffice as a reference letter from your child's current teacher.

*In the event that a parent (Guardian), who has legal residency status has died, Form B is to be completed.
Please contact the school for this document.