

Student Registration Requirements

In-Province Students

In addition to completing the Vista Virtual Registration forms, each new student (and his or her parent(s) and/or guardians if the student is under 18) must

1. meet face-to-face with a counsellor, coordinator, principal, or associate principal to register
 - *Under extenuating circumstances, a telephone interview may be considered.*
2. provide his or her date of birth (YYYY/MM/DD) and supporting documentation
 - A student born in Canada must present his birth certificate
 - A student born outside of Canada must present his or her landed immigrant document, citizenship card, or Canadian passport.
3. provide official documentation supporting the grade in which the student expects to enrol
 - **Students with schooling in Alberta immediately prior to registration with Vista Virtual School** must provide the most recent report card showing courses completed successfully.
 - **Students with schooling out-of-province immediately prior to registration with Vista Virtual School** must provide an official transcript. (If all courses are not on the transcript at time of registration, the most recent report card must be included.)

Alberta Students Leaving the Province

In addition to the regulations and policies in place for In-Province VVS Registrations, the student or his or her parent(s) and/or legal guardian(s), when the student is under 18, must

1. Reside in Alberta on September 30, 2012
2. provide proof of Alberta residency
 - The best documentation is an **Alberta property tax assessment with proof of payment.**
 - If a residence is rented and not owned, provide a current lease agreement from the property manager and a current utility bill from your residence in Alberta.
 - *As a last resort, your current income tax receipt showing that you filed and paid taxes in Alberta last year may be considered.*
3. provide a telephone number that is **not** long distance for our teachers to communicate better with the student
 - Vonage, Magicjack, and Skype are examples of companies that provide telephone service by the Internet, which will allow our teachers to call your home without incurring long distance charges.
 - **You are required to arrange this before the application can be processed.** The main contact telephone number you provide on the application must meet this requirement. *You may also be required to provide a long distance telephone number and a telephone number for your Alberta residence.*
4. after registration, establish a Special Writing Centre for Exams
 - When the student is taking a course with a Final Examination, the student is required either to return to Alberta to write the Examination in an Alberta Distance Learning Centre office or to establish a Special Writing Centre where he currently resides.
 - When the student is taking a course with a High School Diploma Examination, the student is required either to return to Alberta to write the Diploma Examination or to establish a Special Writing Centre where he currently resides.
 - To inquire about the process and obtain forms, please speak directly with Kerry Smith, Academic Counsellor, by phoning 1-866-774-5333, extension 6220.