



Belmont Secondary School

Instructions for Applying for Student Registration

STEP 1

The following information is **required** to register a student:

- [Registration Form](#)
- Birth Certificate or Passport
- Current Proof of Residency (i.e. driver's license, utility bill)
- Academic record or recent report card from current school
- Proof of legal guardianship/custody if not living with both parents
- Care Card Number and any other medical information

Landed immigrants must include:

- Original landed immigrant or Canadian Citizenship status papers

Applications may be submitted:

- in person
- by mail to: Belmont Secondary School
3041 Langford Lake Road
Victoria, BC V9B 0L9
- by email to belmont@sd62.bc.ca
- or by fax: 250-478-2879

STEP 2

A Belmont Administrator will contact you within the next few business days to set up an appointment. *We may be able to accommodate the appointment at the time the form is submitted depending upon the Administrator's availability.*

STEP 3

When Step 2 is complete, please email the Counselling Office to book an appointment. Counsellors are assigned by the first letter of your last name.

A – F	Ms. N. Handy	nhandy@sd62.bc.ca	478-5501
G – O	Ms. C. Wilkie	cwilkie@sd62.bc.ca	478-5501
P – Z	Mrs. H. Plotnikoff	hplotnikoff@sd62.bc.ca	478-5501

STEP 4

Information about Belmont and the courses offered can be found in the [Course Selection Guide](#) and [Course Selection forms](#):

Course selection form should be completed prior to meeting counsellor.