

Registration Questions

Apr. 12, 2024

Frequently asked questions about [school registration](#):

We are moving to Southeastern New Brunswick. Where do I register my child?

- Please visit our [Registration | Anglophone East School District \(nbed.ca\)](#) for more information.

Why do I have to register my child at the **Student Welcome Center (SWC)**?

- For students born outside of Canada, we need to review their immigration documents to make sure they are entitled to publicly funded education in New Brunswick.
- For students transferring into the New Brunswick education system from Out of Province, we request the student cumulative record file from the former school. The **Record of Student Transfer** form will be signed by the parent / guardian. More information can be found at the following link: [Out of Province Registration | Anglophone East School District \(nbed.ca\)](#)
- For students registering from the Francophone School District, The **Interdistrict Transfer** form will need to be signed by the Francophone district school principal as a first step and scanned to the swc@nbed.nb.ca email. More information can be found at the following link: [Transfer from Francophone School Districts | Anglophone East School District \(nbed.ca\)](#)

How soon can I register my child for school?

- There is no deadline to register for your neighbourhood school. However, you are encouraged to register early. Students who cannot be accommodated at their neighbourhood school will be placed on the school's waitlist and accommodated at the next available school.

Can parents/legal guardians register by telephone, fax, or e-mail?

- No, please visit our [Registration | Anglophone East School District \(nbed.ca\)](#) for more information.
- Documents that are written in a foreign language need to be translated into English. Any missing documents delay the processing time for your file.

If I register my child during July and August, will it take a long time?

- Summer is a busy time, as the Student Welcome Center is the only place open for registration for school.
- Please visit our [Registration | Anglophone East School District \(nbed.ca\)](#) for more information.

My child is attending an Anglophone East School District school, but we are moving to another area in the city. What do I need to do?

Changing address during the school year

- **School transfers within the Anglophone School District:** with your new proof of residence, please reach out to the new catchment school to complete the transfer. If you need assistance in finding the new catchment school you can reference the school locator tab on the ASDE website: [Home | Anglophone East School District \(nbed.ca\)](#)
- Kindly let your children's current school in ASDE know that you are moving and the date of their last day at school. Please ensure that you take along your child's school supplies and personal belongings from the old school and say farewell to the teacher and classmates.
- There are a couple of steps involved in transferring to a new school in the province of New Brunswick outlined below:

- 1. The new school will ask you to complete a transfer form for each of your children. This gives permission for your children's former school(s) to send your children's files to their new school.
- 2. Along with the form they will ask that you provide proof of residence (placing your children in the school catchment).
- 3. Your children's new school will communicate a start date in the new school. *Be prepared as it may take as few days for the transfer to be completed.
- Please inform your current school. Next you will take proof of your address to the new school based on your catchment. The new school staff will initiate your child's transfer process from the former school. Please bring the following documents for address change:
 - Your new rental agreement or property purchase agreement (with subjects removed). Schools may request a recent bill as well. ***Note:** A drivers' license is NOT adequate.
- If your child is in English as an Additional Language (EAL) support you will need to let the SWC know for the support to follow to the new school.

Changing address in the summer

- If the new address is outside the current school's catchment area, families need to wait for the current elementary catchment school to reopen at the end of August to update their address. Once this is done they should apply to the new catchment school. For secondary students, please check with the school regarding summer office hours. Please bring the following documents for address change:
 - Your new rental agreement or property purchase agreement (with subjects removed). Schools may request a recent bill as well. ***Note:** A drivers' license is NOT adequate.
 - Your child's most recent report card.
- If the new address is in the same school's catchment area, families can update their address with the school office when their child returns to school in September.
- Going to the next grade will be done automatically by the school administration.

How old does my child have to be in order to register for Kindergarten?

- Your child can register for Kindergarten in the year that he or she turns 5 years of age. The Ministry of Education only funds Kindergarten children who are 5 years of age by December 31st of that particular year.

How do I register my child for an Out of Bounds school?

- Students in the Anglophone East School District are allowed to register at a school outside of their catchment area as an Out of Geographic Boundary applicant. Cross boundary applications will only be considered after all in-catchment students have been accommodated. [POLICY STATEMENT \(nbed.ca\)](#)
- You MUST register at your English Catchment School BEFORE submitting an [REQUEST-TO-RELEASE-TO-ANOTHER-DISTRICT.pdf \(nbed.ca\)](#)

If you have additional questions, please email us at Student Welcome Center Moncton swcmoncton@nbed.nb.ca