Dear Parents/Guardians:

We are pleased to introduce our new online registration system. School Name is proud to be the pilot school for this improved process, allowing you to submit your child's registration information online **as of January 18, 2027**.

To begin, you will need to create a Mozaik account and select the **second option** for new registrations ("My child has never attended school in Quebec, and I want to register them for the first time").

We have provided a Parent User Guide for creating your Mozaïk account and for completing a new first-time registration. If you prefer, you may also watch this **video tutorial on creating your account** .

Your Mozaïk account will be linked to your child's school file and will be used for future communication and for accessing your child's information through the portal, *such as accessing report cards, reporting absences, confirming enrollment and much more!*

As part of the online registration, you will be asked to upload a clear image of your child's **birth certificate** and **one proof of residence**.

Completing the online application is a **prerequisite to your in-person appointment** scheduled on **January X, 2027 at 00:00**. During the appointment, we will review the original documents needed to obtain your child's Certificate of Eligibility.

Please remember to bring the following documents to your in-person appointment:

1. **Your child's birth certificate**
2. **Your child's immigration document** if born outside Canada *(Canadian citizenship certificate/card OR Permanent Resident card – **no passports**)*
3. **Your child's vaccination booklet**
4. **Your child's Medicare card**
5. ***Your child's Certificate of Eligibility (COE)** , if applicable, otherwise:*
6. **Parent's Canadian status document** *(Canadian birth certificate, valid Canadian passport, Canadian citizenship certificate/card, or Permanent Resident card)*
7. **Parent's proof of the English elementary education in Canada:**
   - **If educated in Quebec:** Québec Permanent Code *or* Certificate of Eligibility
   - **If educated in another province:** Elementary report cards *or* an official letter from the school/school board confirming English instruction (Grades 1–6), including the percentage of English vs. French instruction (if applicable)

We appreciate your cooperation and look forward to supporting you throughout this new and streamlined registration process.