



SD#10 (Arrow Lakes) District Protocol

Student Enrollment

Overview:

Under the School Act, the Board has the duty to provide an educational program for every school-aged student who ordinarily resides in the Arrow Lakes School District and where approved by the Board, for any school-aged non-district student who ordinarily resides in the Province of British Columbia.

District protocol has been established to ensure that every parent and student who participates in the enrollment process with a school in the Arrow Lakes School District is treated fairly and in a consistent manner.

Procedures:

Enrollment – New Students (Kindergarten)

1. At the time of registration, the parent or guardian who is enrolling a child must bring with them:
 - a. Their child/dependant.
 - b. The child's original birth certificate or passport document.
 - i. In the case that this information is not available at the time of registration, a Care Card or Provincial ID Card will be accepted for the interim.
 - c. Proof of address (i.e. Utility Statement or Parent/Guardian's Driver's License).
 - d. Any important health documents.
 - e. Any other relevant documentation involving guardianship, court orders, etc.
2. The School Secretary will provide the parent/guardian with the following information to be completed by the parent/guardian:
 - a. School Registration Form
 - b. Parental Consent Form as required by the Provincial Freedom of Information and Protection of Privacy Act for review and authorization by the parent/guardian
 - c. Bus Registration Form (if applicable)
 - d. Media Consent Form
 - e. Class supplies list
3. The School Secretary will ensure the accuracy of all completed documentation including parent authorization (signatures) on all forms.
4. Once all required documents have been provided and/or authorized, the School Secretary will initiate a student file for the new student (see District Protocol on Student Records and Retention).
5. MyEducation BC Student Information Enrollment steps will be completed.

- a. Student enrollment must be completed as the registration forms are received. Student enrollment data is required for various reporting tools which may be subject to time-sensitive regulations or deadlines.

Enrollment – New Students (Grades 1-12)

6. All steps above 1 through to 5 are required.
7. The School Secretary will initiate a Request for Students Records to be sent to the student's previous school district.
 - a. The outgoing Request for Student Records should be authorized by the school Principal.

Enrollment - Continuing District Students

For students who have already been enrolled in the Public School System and are continuing with the same District.

1. The School Secretary will provide the classroom teachers with the following information to be completed by the parent/guardian:
 - a. School Registration Form
 - b. Parental Consent Form as required by the Provincial Freedom of Information and Protection of Privacy Act for review and authorization by the parent/guardian
 - c. Bus Registration Form (if applicable)
 - d. Media Consent Form
 - e. Class supplies list
2. The School Secretary will collect the forms and ensure the accuracy of all completed documentation including parent authorization (signatures) on all forms.
3. Once all required documents have been provided and/or authorized, the School Secretary will add this information to the student files and school records.
4. MyEducation BC Student Information Enrollment steps will be completed.