



## SCHOOL DISTRICT NO.10 (ARROW LAKES)

### Protocol 300.1 – School and Program Registration

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#### Application for Enrolment at a School or in a Program

- 1.1 To apply for enrolment at school or in a program, the student's parent or guardian must apply to the student's catchment school in person, and submit the following documents:
  - 1.1.1 School District documents to be completed by the parent or guardian:
    - 1.1.1.1 Student Registration Form
    - 1.1.1.2 Bus Registration Form (if applicable).
    - 1.1.1.3 Media Consent Form.
    - 1.1.1.4 Parental Consent Form as required by the BC Freedom of Information and Protection of Privacy Act.
  - 1.1.2 Provided by the Parent or Guardian:
    - 1.1.2.1 BC Services Card
    - 1.1.2.2 Proof of Address (Utilities Statement or Driver's License of Parent or Guardian).
    - 1.1.2.3 Any important health documents.
    - 1.1.2.4 Any other relevant document involving custody, guardianship, court orders, etc.
- 1.2 The time and date of the receipt of the application will be stamped or written on the Student Registration Form.
- 1.3 School Registration forms are made available at each school at the School Board Office and on the school's website.
- 1.4 The school will verify that all documents have been completed that the student's parent or guardian have signed the documents where required.
- 1.5 The school will update the student's file, or create a student file for new students, and will enroll the student in MyEducation BC.

### *Enrollment in an out-of-catchment school*

- 1.6 To apply for enrolment in an out-of-catchment school or program, the student's parent or guardian must submit all documentation required in Section 1.1 above to their catchment school and must also submit a Cross-District Registration Request form.
- 1.7 Cross-District Registration Request forms are made available at each school in the District, at the School Board Office and on the District website.
- 1.8 The transportation of a student to an out-of-catchment school or program is the responsibility of the student's parent or guardian, however, pursuant to the Board's student transportation policies and protocols, there may be the opportunity to ride a bus going to an out-of-catchment school on a space-available basis and only if bus routing permits arrival to the out-of-catchment school at the scheduled time.

### *Enrolment of New Students*

- 1.9 For a student new to the District, a Request for Student Records will be prepared by the school and sent to the student's previous school district.

### *Enrolment Order of Priority*

- 1.10 If space and facilities are determined to be available at a school, applications for enrolment in educational programs will be accepted in the following order of priority:
  - 1.10.1 Firstly, any students who attended the school in the previous year or who are continuing onto the secondary school from an elementary school within its catchment.
  - 1.10.2 Secondly, new students residing within the catchment of a school.
  - 1.10.3 Thirdly, students residing outside of the catchment of a school who are siblings of a student who attended that school in the previous year.
  - 1.10.4 Fourthly, new students residing outside of the catchment for a school.
  - 1.10.5 Fifthly, new non-district students.
- 1.11 Applications received in any of the above categories between 9:00AM on the first school day in February each year and by 3:00PM on the last school day in May each year (the "Registration Deadline") will be considered equally.

- 1.12 If there are more applications for enrolment in one of the above categories than there are spaces of priority, a lottery will be held to determine which applications from within that category will be accepted.
- 1.13 A waitlist of applicants not accepted due to a lack of space and facilities will be kept and maintained until the last school day of the first month of the school year or semester as applicable.
- 1.1 Parents or guardians will be advised as soon as possible after the Registration Deadline of the status of their application.
- 1.2 Applications for enrolment received in any of the categories described in Section 1.11 after the Registration Deadline will be considered on a first-come-first-served basis.