SCHOOL DISTRICT NO.10 (ARROW LAKES)

Protocol 300.1 – School and Program Registration

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   Media Consent Form.

        1.1.1.3   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 School Application form.

1.7 Cross-District School Application 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 for the subsequent school year received from the first school day in February to 3:00 PM on the last school day in May (the "Early School Registration Period") 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 Early School Registration Period of the status of their application.

1.2   Applications for enrolment received in any of the categories described in Section 1.11 after the Early School Registration Period will be considered on a first-come-first-served basis.