

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURE SERIES 500 - STUDENT PERSONNEL

AP501 STUDENT ATTENDANCE
AP501.2 Student Registration,
 Enrolment and Placement

1. **Student Registration Requirements**

1.1 **Registration**

A newly arrived student must be personally registered in a Sea to Sky school by either a parent or legal guardian. A legal guardian of a child is defined within the meaning established in the Family Relations Act and is the person who has legal control of the child as designated by a governmental ministry or a Canadian court order issued by a judge. The district will not accept a parent designating a third person as the child's "guardian" using a notarized or lawyer's document.

To enable an efficient student admission process, it is essential that parents and legal guardians provide accurate demographical and educational information about the student on school registration forms and district Transfer Application Forms. Incorrect information may result in the student being denied enrolment.

The Board may refuse to enrol a non-district child under Section 2(2) of the School Act if the child is a student suspended by a Board or to whom a Board has refused to offer an educational program under Section 85(2) of the School Act.

1.1.1 **Non-District Students**

A non-district student wishing to enrol in a Sea to Sky school must submit a Student Registration form and a Transfer Application Form to the requested school in accordance with the requirements of this regulation.

1.1.2 **Out of Province Students**

Students who have moved from outside of British Columbia, but within Canada and do not meet the residency requirements of Section 82 of the School Act may be registered and enrolled in Sea to Sky schools following the procedures outlined in the Out of Province Student Policy 602.13.

1.1.3 **Foreign Students**

A student who does not have Canadian Citizenship or Permanent Resident status, resides in Sea to Sky with a parent / legal guardian and wishes to enrol in a district school must be referred to the International Student department who will provide their recommendation to the Superintendent of Schools prior to registration. The same requirement also applies if the parent or legal guardian does not have Canadian Citizenship or Permanent Resident status, even if their children do.

1.1.4 **International Students**

International students, that is Foreign Students who are eligible to attend a Sea to Sky school by paying

a fee, will be registered and enrolled in Sea to Sky schools following the procedures outlined in the International Education Policy Regulation 602.10.

1.2. **Documentation:**

It is necessary for the parent or legal guardian to personally attend when registering a student in the Sea to Sky District and present the following original documentation:

- (1) proof of British Columbia residency
- (2) BC Care Card
- (3) the student's official birth certificate
- (4) applicable Immigration / Citizenship / Permanent Resident documentation
- (5) the student's last report card, if available
- (6) legal guardian, custody or court orders document, if applicable
- (7) immunization records, if available.

1.3. **Registration and Placement**

Registrations will take place at catchment area schools at a time determined on a year by year basis and will be posted on the School District website.

- (1) Continuing School District students are not required to apply annually to attend their school of enrolment. Such students will be enrolled automatically in the program or school, subject to space availability and meeting program requirements, unless transferred or withdrawn. An enrolled student will be removed from the school's register if the student has not returned to school by 12:00 noon on the Friday after school opening in September and his/her parent or legal guardian has not advised the school of the student's late return.
- (2) Transfer students who wish to return to their catchment school for the next school year are required to advise their current school of enrolment of their intent and register at their catchment school by June 15th, if they wish to be guaranteed a place in their catchment school for the coming school year. Such guarantee is subject to available space and facility.
- (3) A non School District student who attended a school in the previous school year and wishes to attend in the subsequent school year is required to submit an Application Form to their school of enrolment by June 15th. A new application must be submitted each year.
- (4) A newly arrived student who registers at their catchment school by the last official registration day in August (see Website) is guaranteed a place at that school for the subsequent school year provided there is available space and facilities as defined in section 2.2 of this policy.
- (5) Registrations after the registration process closes:
 - (a) After the last registration day in August, schools may accept "out-of-catchment" students, space permitting.
 - (b) If there is no available space for a newly arrived student to be enrolled in their catchment school, the school principal shall advise the Superintendent, or designate who will place the student on a waitlist and then provide a space in a nearby school.

This section applies only to a placed student – (that is, a catchment student who is newly arrived in the district and is not able to attend their catchment school due to lack of available space and facilities in that school), and is placed by the Superintendent (or designate) at a nearby school.

There is no obligation placed on the School District for transportation of a student placed

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by the district if the distance from the student's home to the school of attendance is within the walk limits [4.2 kilometres for elementary students and 4.8 kilometres for secondary students].

- (6) A placed student may return to their catchment school earlier than September of the next school year if space and facilities become available at the school during the school year.
- (7) If a student who is enrolled in an alternative or district program (e.g. French Immersion,) withdraws during the school year, they are expected to return to their catchment school. However, the student may apply to transfer to another educational program offered by any out-of-catchment school if space and facilities are available and the transfer is deemed to be in the best interests of the child and the school.

2. **Determination of Available Space**

2.1 **Accommodation of Students By Schools**

Section 74.1 of the School Act establishes priorities for student enrolment, which apply if the Board determines that space and facilities are available in a school. Space and facilities are available in a school for transfer students if there is excess capacity, taking into account both physical and instructional resources and after reasonable enrolment projections have been made to allow for the accommodation of:

- (1) students returning from prior years
- (2) students enrolling in district programs
- (3) catchment students incoming from designated feeder schools and
- (4) catchment area children enrolling in kindergarten.

2.2 **The Availability of Space in Schools**

The Board of Education delegates to the Superintendent of Schools or designate, the decisions to determine whether space and facilities are available in individual schools in the school district for purposes of the School Act.

Decisions are to be made in consultation with the principal of the affected school and will be based on program capacity, including consideration of the following factors:

- (1) operating capacity of the school as defined by the Ministry of Education
- (2) the physical space in which instructional programs operate in the school
- (3) the school staff assigned to a school
- (4) the ability of the school to provide appropriate educational programs for the applicant and other students.
- (5) Class size and composition

2.3 **Request to Attend a School Outside Catchment Area**

After registering at their catchment area school, an application to attend a school other than the student's catchment school may be made. A Transfer Application form must be completed and submitted to the office of the student's catchment area school.

If space and facilities are available in a school and the students identified in Section 2.1 have been accommodated, a student who applies by the last registration day of August to attend the requested

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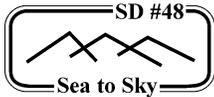
school will be approved to attend on a “first come, first served” basis (based on date of application) in accordance with the following priorities:

Applications will be accepted on dates set on a year to year basis in accordance with Sec. 1.3 of this policy.

- (1) catchment area students who, in the previous year, attended the school
- (2) catchment area students who, in the previous year, were “placed” by the District in a different school
- (3) siblings of catchment area students
- (4) new catchment area students
- (5) siblings of non-catchment area students currently enrolled in the school
- (6) non-catchment area students who reside in the school district
- (7) a non-school district child who resides in the province of B.C.

A transfer applicant will not have their application reviewed until September enrolments are confirmed,(generally by the second week of September) unless known available space in the school will allow the student to have their enrolment approved in advance of school opening.

When a transfer student applies by the school deadline to enroll in a specific educational program of the school, as is the case for all students, the applicant must meet all program requirements and be subject to the selection process determined for that program.



STUDENT REGISTRATION FORM

The information on this form is collected under the authority of the School Act. Information is used for Ministry of Education reporting: demographic, enrolment, budget, facility, transportation and operational analyses. It will be kept secure and confidential, in accordance with the Freedom of Information and Protection of Privacy Act.

School: _____

Previous School:

_____ City: _____ Province: _____

Student

Legal Surname: _____ Legal First Name: _____

Legal Middle Name: _____

Usual Surname: Same As Legal _____

Usual First Name: Same As Legal _____

Copy of

Birth Date (DD-MM-YYYY): _____ Gender: Female Male Birth Certificate Provided

Present Grade: _____ If completing form for next school year: Grade in September: _____

Property Address

Street Number: _____ Street Name: _____

Apartment: _____ Municipality: _____ Province: BC _____

Postal Code: _____ Comp: _____ Lot/Site: _____ Phone: _____

Mailing Address

Same As Property,

or:

Demographic Information

Aboriginal Ancestry: Yes No

If Yes, Status: Status On Reserve Status Off Reserve Metis Inuit Non Status

Band of Residence (if On Reserve): _____

Language at Home: English Other _____

Immigration Status: Canadian Citizen Permanent Resident/Landed Immigrant International

Citizenship: Canadian Citizen Other _____

Country of Birth: Canada Other _____

Parents

Student Living With: Both Mother Father Guardian Other:

Custody: Joint Other _____ Court order in effect

1 - Parent Type: Mother Father Guardian Other: _____

Surname: _____ First Name: _____

Business Ph.: _____ Ext.: _____

Home Ph.: _____ Cell Ph.: _____

Email: _____ Work Place: _____

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Mailing Address: Same as Student Or:

2 - Parent Type: Mother Father Guardian Other: _____

Surname: _____ First Name: _____

Business Ph.: _____ Ext.: _____

Home Ph.: _____ Cell Ph.: _____

Email: _____ Work Place: _____

Mailing Address: Same as Student Or:

Emergency Contacts

In the event your child is ill or there is an emergency, we will attempt to contact you prior to calling emergency contacts listed below. Please **DO NOT** list yourself as an emergency contact, but rather provide us with the names of other friends or family who can pick up your child in the event of an emergency or illness.

1. Surname: _____ First Name: _____

Relationship: _____ Home Ph.: _____

Work Ph.: _____ Cell Ph.: _____

2. Surname: _____ First Name: _____

Relationship: _____ Home Ph.: _____

Work Ph.: _____ Cell Ph.: _____

3. Surname: _____ First Name: _____

Relationship: _____ Home Ph.: _____

Work Ph.: _____ Cell Ph.: _____

(If possible, please make contact 4 out of district)

4. Surname: _____ First Name: _____

Relationship: _____ Home Ph.: _____

Work Ph.: _____ Cell Ph.: _____

Medical

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Care Card Number: _____

Allergies and Health Conditions:

Life Threatening? Yes No

Indicate any special/extra classes or support that your child is currently receiving: _____

I certify that the information I have provided on this form is correct.

Parent Signature: _____ Date: _____

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For Office Use Only:	Previous School's Records Requested <input type="checkbox"/>	Copy of Birth Cert. on File <input type="checkbox"/>	Copy of Freedom of Information Release on File <input type="checkbox"/>
	Pen #	Local I.D. # _____	Local ID # reported to Librarian <input type="checkbox"/>
	Demographics Printed/Added to Student Information Binder In Office <input type="checkbox"/>	Local ID # & class info reported to Comp Tech <input type="checkbox"/>	Printed Name Tag For Classroom Emergency Kit <input type="checkbox"/>
	Email Address(es) entered in FirstClass		
<input type="checkbox"/> Added to Parent Database			

**APPLICATION FOR TRANSFER PERMIT
(for Students resident in School District No. 48)**

This form is to be completed by those parents who wish to register their children in a school, which does not service the normal attendance area where they reside.

Before this application is presented for consideration, it must be completed and signed by the parent. It is then to be presented to the principal of the catchment school. Copies will be forwarded to the Superintendent's Office and to the principal of the school to which transfer is sought.

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Pupil _____ Date of Birth: _____

Street Address: _____ Telephone _____

Mailing Address: _____

Present Grade: _____ Grade next September: _____ Present School: _____

School, which serves your neighbourhood: _____

School in which attendance is desired: _____

Have you applied for another school in the district? _____

If yes, list school by priority 1. _____

2 _____

3 _____

Reason for Request to Transfer: _____

Parent's signature _____ Date: _____

I fully understand that final approval for this request may not be granted until the end of the first week -in September and that the Board will not assume responsibility for transportation.

Copy to be provided for the principal of the school to which transfer is sought.

**APPLICATION FOR TRANSFER PERMIT
(for students resident in BC but not resident in School District No. 48)**

This form is to be completed by those parents who wish to register their children in a school, which does not service the normal attendance area where they reside. A new application must be submitted each year.

Before this application is presented for consideration, it must be completed and signed by the parent. It is then to be presented to the principal of the school to which transfer is sought.

APPLICATION FOR SCHOOL YEAR/ENTRY DATE:

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Pupil _____ Date of Birth: _____

Street Address: _____ Telephone Number: _____

Mailing Address: _____ **Email Address:** _____

Present Grade: _____ Grade next September: _____ Present School: _____

School which serves your neighbourhood: _____

School in which attendance is desired: _____

Reason for Request to Transfer: _____

Parent's signature _____ Date: _____

I fully understand that final approval for this request may not be granted until the end of the first week in September and that the Board will not assume responsibility for transportation.

Copy to be provided for the principal of the school the student presently attends or would normally attend.