

DISTRICT TIMELINE - 2018/19 SCHOOL YEAR

The Board has established the following timelines to accommodate the student registration, enrolment and placement of students in district schools. These dates will be communicated by schools to parents by Oct. 13th.

NOV-DEC, 2017: Kindergarten Registrations

- 1) **Kindergarten children AND parents with Canadian Birth Certificate or Canadian Citizenship Card or Canadian Passport** – Parents to register at the catchment school on **Nov. 1-30**.
Starting in **Dec. 1**, ALL Kindergarten registrations will be at Central Registration.
- 2) **Kindergarten children AND/OR parents who are not Canadian citizens, but with valid Permanent Resident Card or Record of Landing with Passport, or Letter of Acceptance** – Parents to register at Central Registration starting in **Nov. 1**.

NOV. 1, 2017 - JAN. 16, 2018: District Program Options Applications

- Deadline for EFI (K-Gr.1), MONT (K-Gr.4) and LFI (Gr.6), at Central Registration by 4pm.
- Parents must first register their children for schools in order to be eligible.
- Parents can fill out the applications at the site of registration or where the student is currently attending school. The application must be verified with Admin. Asst.'s initials, date and a school stamp.
- **Parents must hand deliver the authorized form to Central Registration.** Applications received by Central Registration after the above mentioned deadlines are considered to be "late" and will be added to the bottom of the waitlist generated by the District Program Options draw.

JAN. 8, 2018: Grades 1-12 Registrations

- Grades 1-12 – Parents to register in person at Central Registration with all the required documents, 9am-2pm.

JAN. 11-26, 2018: Transfer Applications

- Parents must have catchment school sign before delivery to the requested school. They are processed on a date and time submitted priority.

JAN. 16, 2018, 4pm: EFI/MONT/LFI

- Deadline for District Program Options applications - EFI (K-Gr.1), MONT (K-Gr.4) and LFI (Gr.6), at Central Registration by 4pm.

JAN. 29 - FEB. 9, 2018: Notice of Intent to Attend

- Elementary schools survey attending students to determine the number of returning students.
- Parents of current students to advise their schools of their 'Intent to Attend' schools.

FEB. 9, 2018: EFI/MONT/LFI

- Parents are advised to contact the District Program Options office at ProgramOptions@sd38.bc.ca if they have not received their e-mail placement notification for EFI/MONT/LFI.

FEB. 9, 2018: Transfer Applications

- Schools will **mail/email** letters to transfer applicants who submitted by Jan. 26, regarding their status.

FEB. 16, 2018, 4pm: Transfer Applications

- Deadline for parents to **email** schools to accept or deny transfers by 4pm.

FEB. 23, 2018, 4pm: Letter of Appeal

- Deadline for parents submitting Letter of Appeal to Central Registration by 4pm, for transfer applicants who submitted by Jan. 26.
- An approved transfer student's name will be removed from the register of the catchment school or their previous school of attendance, if the student applied by Jan. 26.

APR. 30, 2018, 2pm: Catchment Schools' Guarantee

- Deadline for registering students to be guaranteed in the catchment schools for 2018/19, **provided there is classroom space and staffing.**

June 21, 2018: Late Transfer Applications

- Schools will **mail/email** letters to late transfer applicants who submitted on Jan. 29-June 15, regarding their status.

(revised Oct. 10, 2017)