

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:

- proof of British Columbia residency
- BC Care Card
- the student's official birth certificate
- applicable Immigration / Citizenship / Permanent Resident documentation
- the student's last report card, if available
- legal guardian, custody or court orders document, if applicable
- 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 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:

- students returning from prior years
- students enrolling in district programs
- catchment students incoming from designated feeder schools and
- 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:

- operating capacity of the school as defined by the Ministry of Education
- the physical space in which instructional programs operate in the school
- the school staff assigned to a school
- the ability of the school to provide appropriate educational programs for the applicant and other students.
- 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 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.

APPLICATION FOR TRANSFER PERMIT (to be completed and signed by the parent/guardian)
(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.

Name of Pupil _____ Date of Birth: _____

Street Address: _____ Telephone: _____

Mailing Address: _____ email 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? _____

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

FOR SCHOOL OFFICE USE ONLY

INSTRUCTIONS FOR COMPLETING THE TRANSFER REQUEST PROCESS BY SCHOOL PERSONNEL:

- Transfer Request Forms must be filled out by a parent, signed and dated and given to the home school clerical. (Please do not accept Transfer Request Forms from parents that are not within your school catchment).
Clerical to send Transfer Request Form to SBO within 5 school days from the date the form was signed by the parent, send a copy to the desired school, and keep a copy at the home school.
When completed, please check the boxes below:

Copy sent to SBO Copy sent to desired school Copy retained at home school

Principal's Signature (catchment area school)

Date

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.

APPLICATION FOR TRANSFER PERMIT (to be completed and signed by the parent/guardian)
(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: _____

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.

The information on this form is collected under the authority of the School Act. Information is used for Ministry of Education

FOR SCHOOL OFFICE USE ONLY

INSTRUCTIONS FOR COMPLETING THE TRANSFER REQUEST PROCESS BY SCHOOL PERSONNEL:

- Transfer Request Form must be filled out by a parent/guardian, signed, dated and given to the school of choice.
Clerical to send Transfer Request Form to SBO within 5 school days from the date the form was signed by the parent/guardian and keep a copy at the school.
When completed, please check the boxes below:
[] Copy sent to SBO [] Copy retained at home school

Principal's Signature (school of choice) _____

Date _____

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.

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 Name: _____

Required Registration Documentation

Before registering your child, the school must have all of the following documentation.

Child's Birth Certificate or Passport Care Card Proof of street address*

*Parent Driver's License, BC Identification, utility bill, or residential rental/lease agreement, with parent name *and street address*

Student Information

Please ensure you fill this form out completely using N/A for areas that are not applicable.

Program Desired: English French Immersion Grade: _____

Legal Names as shown on birth certificate

Surname: _____ First Name: _____

Birthdate: _____ / _____ / _____ Middle Name: _____
Day Month Year

Gender: _____

Names of School Aged Siblings: _____

Usual Names (if different from legal names)

Usual Surname: _____ Usual First Name: _____

Home Phone: _____ Street Address: _____ Apt#: _____
House # Street Name

Box #: _____ City: _____ Postal Code: _____

Previous School: _____
School name Grade City Province Phone Number

Attended English Program Attended French Immersion Program

Primary Language(s) spoken at home: _____

Medical Information

Allergies: _____ Life Threatening? No Yes

Medical Condition: _____ Life Threatening? No Yes

If you answered yes to either of the above questions please see the principal regarding an Individual Care Plan.

Does your child carry/require medication at school? No Yes

If yes, medication name and additional information: _____

Disabilities: _____

Care Card Number: _____

Doctor.: _____ Phone: _____

Citizenship

- Canadian
- Other Citizenship (provide details below)
- Country of Birth: _____ Country of Citizenship: _____
- Landed Immigrant Permanent Resident International Student Study/Work permit

Aboriginal Ancestry

If any of the following applies to your child they have Aboriginal Ancestry and are eligible for our Aboriginal Education programs and services. Please check all that apply below.

- First Nations Metis Inuit
- Is your child: Non-status Status-Off Reserve Status-On Reserve

DIA # _____

Name of Band: _____ Band number: _____

- None of the above applies to my child.

Family Information

Student lives with: Both Parents Other (describe) _____

Sole custody or Joint Custody (*Court order documents required for student file*)

Parent/Guardian #1

(circle one) *Mother, Step-mother, Foster-mother, Grandmother, Guardian, Father, Step-father, Foster-father, Grandfather, Guardian*

First Name: _____ Last Name: _____

Home Phone: _____ Cell phone: _____

Work Phone: _____ Address/Home Phone No. Same as child

Email Address: _____

Street Address: _____ Apt#: _____ Box #: _____

City: _____ Postal Code: _____

Place of Work: _____

Parent/Guardian #2

(circle one) *Mother, Step-mother, Foster-mother, Grandmother, Guardian, Father, Step-father, Foster-father, Grandfather, Guardian*

First Name: _____ Last Name: _____

Home Phone: _____ Cell phone: _____

Work Phone: _____ Address/Home Phone No. Same as child

Email Address: _____

Street Address: _____ Apt#: _____ Box #: _____

City: _____ Postal Code: _____

Place of Work: _____

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 you authorize to pick up your child in the event of an emergency or illness.

1. Legal Name: _____ Relationship to student: _____

Daytime Phone: _____ Cell Phone: _____

2. Legal Name: _____ Relationship to student: _____

Daytime Phone: _____ Cell Phone: _____

3. Legal Name: _____ Relationship to student: _____

Daytime Phone: _____ Cell Phone: _____

If possible, please make contact 4 out of district

4. Legal Name: _____ Relationship to student: _____

Daytime Phone: _____ Cell Phone: _____

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

Parent/Guardian Signature

Date

For Office Use Only	<input type="checkbox"/> Requested School Records	<input type="checkbox"/> Copy of Proof of Birthdate On File	<input type="checkbox"/> Local ID# to Tech Dept. & Library
	<input type="checkbox"/> Demographics Printed/Added to Office Student Info Binder	<input type="checkbox"/> Printed Name Tag For Classroom Emergency Kit (Elementary)	<input type="checkbox"/> FIPPA Web 2.0 Tools
	<input type="checkbox"/> Program Assignments (for mid-year student entries)		

Canadian Anti-Spam Legislation (CASL) - Consent to Receive Electronic Messages

Canada's Anti-Spam Legislation (CASL) came into effect July 1, 2014. As a result, our school must now obtain your specific consent to be able to send you school newsletters, announcements, and other electronic messages that may contain advertising or promotions for school related events including requests for field trips, fundraising, yearbooks, student pictures, dance tickets, or other similar events and offers. Occasionally schools may also include community information such as local Parks and Recreation programs, community health updates, and other items that the school principal deems may be of interest to parents.

Parent/Guardian Name:

(Please print first and last name)

Student's Legal First & Last Name:

(Please print)

I give (insert school name) and School District No. 48 (Sea to Sky) permission to contact me using electronic messages which may include information as described above.

Yes _____
email address

No

Signature

Date

I also give the school Parent Advisory Council and the District Parent Advisory Council permission to contact me using electronic messages which may include commercial information as described above.

Yes No

Signature

Date

This consent must be completed separately by each parent/guardian contact wishing to receive communication via electronic messaging as described above. Contact the school to request additional consent forms.

You may also subscribe or unsubscribe from this communication list via this email address/link: *(Insert school contact email address)*.