



## STUDENT REGISTRATION

### Background

The district encourages students to attend their neighbourhood catchment schools while also enabling students and their families to make choices to attend other schools in the district as required to meet their educational needs. Parents can request a school for their child outside of their neighbourhood catchment school in accordance with operational procedure 302 (Cross Catchment Transfers).

The placement of a student in a school will be dependent upon the availability of space and facilities or program and staffing resources appropriate for the student.

It is the intent of the school district to assign students into district schools in a manner that treats all students equitably and minimizes the amount of disruption both to the family and the school.

This operational procedure does not apply to international or out-of-province fee-paying students. See operational procedure 303 (International and Out-of-Province Fee-Paying Students).

### Procedures

1. Students who are not Canadian citizens and do not have permanent residence are considered international students. Students who are Canadian citizens but who do not have British Columbia residence status are considered out-of-province fee-paying students. This operational procedure does not apply to these students. See operational procedure 303 (International and Out-of-Province Fee-Paying Students).
  - 1.1 To determine if a student qualifies as an ordinarily resident in British Columbia see SD72 Form 301-1 BC Resident or International/Out-of-Province Fee-Paying Student Determination Checklist.
2. The following priorities are used to determine the acceptance of students in a school:
  - 2.1 Students who attended the school during the previous school year;
  - 2.2 New catchment area students;
  - 2.3 New non-catchment area students (in-district);
  - 2.4 Non-school district students.

Within each category (above), the acceptance of students will then be determined by the date and time that the application was received at the school. Non-school district students will be processed at the end of the first week of school in September.

3. School catchment areas and feeder schools are defined under the authority of the superintendent to enable an equitable distribution of student enrolment in all schools and to best utilize school and district resources.
4. A student's neighbourhood catchment school is based on their home address. Parents or legal guardians must be prepared to present proof of residency (e.g. – tax notice, hydro or telephone bills, etc.).

5. New students must be registered in a district school by either a parent or legal guardian in person. A legal guardian of a student is defined within the meaning established in the Family Law Act and is the person who has legal control of the student as designated by a governmental ministry or a Canadian court order by a judge. The district will not accept a parent designating a third person as the student's 'guardian' using a notarized or lawyer's document. The school district recognizes that personal circumstances may make it difficult for some individuals to complete the registration process. Any unique circumstances should be discussed with the associate superintendent.
6. Parents/legal guardians are required to complete a student registration form and the following original documentation is required:
  - The student's official birth certificate as verification of the student's age and legal name;
  - The student's Care Card as proof of BC residency;
  - Parent/guardian proof of BC residency (mortgage document, rental agreement, tax notice, legally binding purchase/sale agreement, hydro or telephone bills);
  - Applicable Immigration/Citizenship/Permanent Resident documentation, if applicable;
  - The student's last report card, if available; and
  - Legal guardian document, if applicable.
  - 6.1 School administrative assistants must photocopy the student's birth certificate to verify the child's age and legal name.
  - 6.2 School administrative assistants are to write down or photocopy the student's BC Care Card to verify the child is a resident of British Columbia. The Care Card number must be on file for emergency purposes and funding.
  - 6.3 Where a parent/guardian cannot produce the student's BC Care Card at the time of registration, a hydro or phone bill older than 6 months in the parent's/guardian's name and showing the current address of residency is to be copied to meet the residency criteria. School administrative assistants must photocopy the bill showing the parent's/guardian's name, address, and date of the bill. This DOES NOT replace the requirement for the BC Care Card to also be on file. The parent/guardian must be asked to produce the BC Care Card as soon as possible.
  - 6.4 Other ways to demonstrate ordinarily residence status include: provincial driver's license, legal documents indicating British Columbia residence, or parent or guardian filing tax returns as a BC resident.
7. Parents/legal guardians are required to register new students at their neighbourhood catchment school, or in the instance of a non-school district student at the requested school, from the week immediately before the first day of school until the last week in June.
  - 7.1 New registrations for students who live within the school's catchment area will be accepted in the order they register as long as there is availability of space and facilities or program and staffing resources appropriate for the applicant and the neighbourhood catchment school is not already designated as "at capacity" for September.
  - 7.2 New students who do not live within their desired school's catchment area are required to register at their catchment school and then submit an application for cross catchment transfer in accordance with operational procedure 302 (Cross Catchment Transfers).
  - 7.3 New students who do not live within School District 72 boundaries (non-school district students) while required to register at their requested school will not have their registration processed until the end of the first week of school in September. School staff are to inform the superintendent's office of any non-school district student registrations.

8. A student may be required to be placed in a nearby zone school if their desired school does not have space, facilities, necessary resources or an educational program to meet the needs of the student. See below for the elementary school zones; as there are only two middle and secondary schools the student would be placed at the other school of the same level.

### **Elementary School Zones**

**Zone One:** Ocean Grove, Georgia Park, Penfield and Sandowne

**Zone Two:** Cedar, Pinecrest and Ripple Rock

9. Should a student need to be placed in a nearby zone school, the parent/legal guardian can request that the student be placed on the neighbourhood catchment school's wait list. The principal or vice-principal will then notify the other school in the same zone that a new registration is being directed to that school. No provision will be made by the school district for transportation of a student assigned by the district if the distance from the student's home to the school of attendance is within the walk limits in accordance with operational procedure 380 (Student Transportation).
10. Any student on a school wait list will be enrolled in a nearby school using a priority based on the date and order of their registration. A student assigned to a nearby zone school because their neighbourhood catchment school was at capacity may return to their neighbourhood catchment school earlier than September of the next school year if space, facilities, necessary resources and educational program becomes available at the school during the school year.
11. Once registered in a district program or school, students will be automatically re-enrolled in the program or school in subsequent years, subject to space availability and meeting program requirements, unless transferred or withdrawn.
12. **Kindergarten Registration**
  - 12.1 Children must be five years old before December 31 of the school year that they would be starting kindergarten in order to register.
  - 12.2 The district's kindergarten registration deadline for the following September is the first Friday in February. After the second Friday in February, registrations are considered to be late.
  - 12.3 All kindergarten students must be registered at their catchment school or another school in the same zone should their catchment school be already designated as "at capacity" for September, by the end of the first week in February before completing an application for cross catchment transfer (SD72 Form 302-1), except those students with siblings at the requested school (see below).
  - 12.4 Kindergarten students who have a sibling at a school outside their catchment and want to attend the same school as their sibling will be accepted at the sibling's school provided the sibling will still be in attendance when the student begins at the out-of-catchment school. Parents are requested to register their child at the sibling's school by the second Friday in February deadline. School District 72 generally defines siblings as children who reside in the same household.
  - 12.5 Parents or legal guardians interested in registering their child for French Immersion kindergarten must register at either of the two French Immersion elementary schools. Early French Immersion is a district program of choice and is housed in two elementary schools: École des Deux Mondes and École Willow Point. While parents can express their preference, available space at each school will be dependent on the availability of

space and other staffing considerations. Letters will go home to parents during the last week in March indicating the school to which each registered kindergarten French Immersion student will be assigned. Parents will have one week to accept or will have to register their child at an elementary school in their neighbourhood catchment area which houses an English program.

- 12.6 Parents or legal guardians interested in the Liq'wala/Kwak'wala language and culture experience kindergarten program must first register at their neighbourhood catchment school and then submit an expression of interest (SD72 Form 301-6) at Ripple Rock Elementary School as that is where the program is housed. The Liq'wala/Kwak'wala program is a district program of choice that accepts a maximum of 20 students, in accordance with class size legislation, and requires a minimum of 12 students. After 20 expressions of interest have been received others will be placed on a waitlist. Parents or legal guardians will be informed as to whether their child has been assigned to the Liq'wala/Kwak'wala program by March 31.

### 13. Home Learning and Alternate Program Registration

- 13.1 Parents who wish to register their child to either the home learning or an alternate program at Robron Centre must make an appointment with the counsellor to discuss the student's learning needs.
- 13.2 New registrations will be accepted if there is availability of space and facilities or program and staffing resources appropriate for the applicant. If space and staffing resources are not available, the student will be placed on a waiting list and registered at their neighbourhood catchment school.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act  
Family Law Act  
Infants Act

Related Forms: [SD72 Form 301-1 BC Resident or International/Out-of-Province Fee-Paying Student Determination Checklist](#)  
[SD72 Form 301-2 School Registration Forms \(identified by school level\)](#)  
[SD72 Form 301-3 French Immersion Kindergarten Registration Form](#)  
[SD72 Form 301-4 StrongStart Registration Forms \(identified by school name\)](#)  
[SD72 Form 301-5 Kindergarten Parent Permission for Exchange of Confidential Information](#)  
[SD72 Form 301-6 Liq'wala/Kwak'wala Kindergarten Expression of Interest](#)

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