



P500: Appendix I – Timelines for Student Registration

School District 70 (Alberni)

4690 Roger Street Port Alberni, BC V9Y 3Z4

Telephone: 250.723.3565 Fax: 250.723.0318

School District 70 (Alberni) *Policy 500 – Student Admission and School of Choice* outlines both the priority and process by which schools consider student registrations. According to this policy, registration priority is given to:

1. Catchment students continuing at their catchment school
2. Catchment students returning to their catchment school
3. Out-of-catchment students continuing at the out-of-catchment school
4. New requests for out-of-catchment enrolment

In terms of process, student registrations are accepted starting **February 1st** of each year and are considered in two distinct phases:

1. Catchment students – typically by the end of February
2. Out-of-Catchment students – following the placement of catchment students and prior to April 15th.

Phase 1: Catchment Students

Prior to the end of February, the following students should register at their current catchment area school:

- children registering for kindergarten
- children currently attending another SD70 school but intending to enroll in their catchment area school for next September

It is expected that catchment area children currently attending either their catchment school or enrolled in French Immersion will continue to attend their current school/program in the following school year. These students do not need to re-register. If a change in school/program is being considered for the upcoming school year, please inform the current school of your intentions by the date above.

Phase 2: Out-of-Catchment Students

Out-of-catchment requests are subject to available space, and will be processed only after all catchment area students meeting the February deadline have been accommodated. It is expected that decisions regarding catchment and out-of-catchment registrations will be made as of **April 15th** each year. Individual schools will maintain waitlists of out-of-catchment requests until the end of the first week of school in September.

Student registrations received after **April 15th** will be considered in accordance with the priorities and processes above, subject to available space. Where space is not available in the catchment school, these students will be placed in the nearest available school for the upcoming school year.

After September 30th, new catchment area students that cannot be accommodated at their catchment school should contact the School Board Office for placement at the closest available school.

Additional information specific to each new school year and/or particular schools is available at www.sd70.bc.ca/About/Registration/Pages/default.aspx