



North Vancouver
School District
the natural place to learn®

Admission of Students to School

Administrative Procedures

Version History

Version	Date	Description
1.0	November 30, 2012	Draft created for review by Policy Review Committee
1.1	February 7, 2013	Revision
1.2	February 19, 2013	Revised Policy 605: Admission of Students to School
1.3	December 1, 2017	Updated French Immersion schools section and waitlist for Grade 1 entry.
1.4	February 14, 2018	Revision

Table of Contents

Introduction.....	page 3
Policy 605	page 4
Links	page 9
School Act	
School Act Regulations and Orders in Council	
Other related links	
Definitions.....	page 10
Administrative Procedures	
1. Continuing Students.....	page 12
2. New Registrations and Transfers for the Current School Year	page 12
3. New Registrations and Transfers for the Next School Year.....	page 16
a) New Registration – Kindergarten	page 16
b) New Registration for Grade 1-12	page 18
c) Transfer Requests – Grade 1-12	page 21
d) Grade 1 entry into French Immersion.....	page 22
e) Late French Immersion.....	page 23
f) Grade 7 to 8 Transfer Requests	page 24
g) French Immersion to English	page 26
4. Lottery.....	page 26
5. Wait Lists.....	page 26
6. Withdrawing a student	page 27
7. Priority Placement.....	page 27

Introduction

The North Vancouver School District began registering students centrally after a change in Provincial legislation in 2002. The staff at the Central Registration office manages all students registering for the North Vancouver School District or applying for a transfer from one North Vancouver school to another due to a change in residence. Person(s) registering or applying for a transfer will have to visit the office in person.

Central Registration Office

2121 Lonsdale Avenue

North Vancouver, B.C.

V7M 2K6

Tel: 604-903-3368

Fax: 604-903-3369

Email: registration@sd44.ca

Hours of Operation

The Central Registration office is open throughout the school year and in the summer.

Hours of operation are:

8:30 a.m. – 4:30 p.m. (Monday to Friday)

Summer Hours during July & August: 8 a.m. – 4 p.m. (Monday to Friday)

605 Admission of Students to School

Revised: September 25, 2001

Revised: January 14, 2003

Revised: October 28, 2003

Revised: February 28, 2007

Revised: February 19, 2013

Policy

As prescribed in the *School Act* (Sections 2, 3 and 82), the Board must provide an educational program free of charge to every student of school age, resident in British Columbia and enrolled in an educational program in a school operated by the Board. A student is resident in British Columbia if the student is [ordinarily resident](#) in British Columbia and the [parent/court appointed guardian](#) of the student is [ordinarily resident](#) in British Columbia.

The Superintendent, or designate, shall establish school catchment areas, and review on an annual basis, to ensure that each school has the capacity to accommodate the anticipated enrolment of students in its catchment area. Catchment areas shall be determined after due consideration of all relevant factors, including the accommodation available in the schools, the accessibility of the schools to the students, and the safety of the students in going to and from school. The Board shall be informed of all major changes to school boundaries.

The Superintendent, or designate, shall also establish Administrative Procedures to address issues related to the registration, placement, or transfer of students in schools, in accordance with the provisions of the *School Act*.

The Board may also provide for the admission of fee-paying students to School District schools. The admission procedures for fee-paying students are described in the final section of this policy.

Student Admission and School Choice are guided by the following principles:

- The admission process should maximize the number of students able to attend their catchment area school
- The admission process should enable school and district staffs to plan the allocation of resources in ways that will minimize adjustments to school organizations at the beginning of the school year
- The admission process should enable the student's and parent's ability to choose the school and educational program which best meets the student's educational needs
- The admission process should support stability and continuity for students and families
- Wherever possible, siblings will be admitted to the same school.

Determination of Available Space and Facilities

The Board of Education delegates to the Superintendent, or designate, the decisions whether space and facilities are available in individual schools and educational programs in the School District for purposes of section 74.1 of the *School Act*. Section 74.1 of the *School Act* establishes priorities for enrolment to apply if the Board determines that space and facilities are available in a school.

Space and facilities are available in a school for purposes of student choice if there is excess capacity, taking into account:

- Both physical and instructional resources
- Enrolment projections have been made to allow for the accommodation of catchment and non-catchment area students returning from the previous school year
- Students enrolling in district programs
- Students incoming from designated feeder schools
- Children enrolling in kindergarten who live in the catchment area for the school.

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

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

Catchment Areas

The location of the student’s place of residence will determine their catchment area school. The Board document titled “School Catchment Areas” will provide a reference to parents and staff for identification of the school to which a student new to a school should first apply for admission.

Dates for Student Registration and Transfer Requests

Before the 1st of December of each school year, the Superintendent, or designate, will establish and publish registration dates and procedures for the subsequent school year. These registration dates will be in effect for the following groups of students:

- Students registering for first-time entry to kindergarten programs
- Students registering who are not currently attending a North Vancouver School District school
- Students currently attending a North Vancouver School District school who are requesting a transfer to another North Vancouver School District school; e.g., Grade 7 students who would like to attend a secondary school other than their designated feeder school
- Students applying for a district program for the first time.

The Board may establish different enrolment dates for different grades, educational programs, schools, or categories of applicants. An alternate process will be used for the enrolment of continuing school district children.

Applications received after the date(s) established will be dealt with in accordance with the procedures described below.

Placement of Students in Schools

Registrations received prior to the registration deadline will be placed according to the priority placement criteria. Effective date of registration is entered when all required documentation has been received. A registration with incomplete documentation will not be processed until all of the required documents are provided.

Registrations received following the registration deadline will be placed according to space and facilities availability. Priorities for students registered after the registration deadline are dependent on available space, facilities, resources, and the appropriate educational program required to meet the student’s needs and the family’s place of residence.

Priority for Placement of Students in English Programs

Priority 1	In Catchment area
Priority 2	Out of Catchment area with sibling already attending same school/program
Priority 3	Out of Catchment
Priority 4	Out of District.

Priority for placement of students in French Immersion (District Programs)

Priority 1	Siblings of French Immersion students (same program, same school)
Priority 2	Lottery for the remaining students – classes are filled by lottery order respecting the parents’ 1st and 2nd choices.
Priority 3	Out of District – placed at the end of the process.

In some circumstances, the catchment area school, or the requested school, will not have space, facilities, adequate resources, or appropriate educational programs required to meet the student’s needs. The School District will arrange an alternative placement.

Once placed, it is the responsibility of the principal to arrange for a programming interview for any student and parent for the purpose of assessing the educational needs of the student and the capacity of the school to serve those needs.

Age-Appropriate Placement in an Educational Program

A child of school age who applies for the first time in the School District for admission, and who has previously attended a public school outside the province of British Columbia, or any private school, shall be placed according to the student’s age (age-appropriate placement). If, in the professional judgment of the school principal, a placement other than an age-appropriate placement is suitable, then the principal, in arriving at such a decision, shall consider all available records and test results.

Transfer of Students

Parents may request that their child currently attending a North Vancouver School District school be permitted to attend another school, other than the school the child is currently attending. Such a request will be granted, provided that suitable program, resources, space and facilities are available in the requested school and the *Transfer Request Form* is submitted prior to the established deadline.

Parents may also request that their child currently attending a North Vancouver School District school be permitted to attend another school, other than the school the child is currently attending, due to a physical move to a new catchment area within the North Vancouver School District.

After a process of consultation, a principal may also initiate a transfer of a student currently attending a North Vancouver School District school to another North Vancouver School District school based upon the principal’s assessment of the best interests of that student and other students in the school.

A parent requesting a transfer for their child must complete and sign a *Transfer Request Form*. The parent will be asked to state the reasons for the requested transfer. The principal of the school that the child is currently attending may request an interview with the parent and/or the student in order to discuss the requested transfer. The *Transfer Request Form* once completed must be submitted to the Central Registration office.

In respect to the transfer of continuing school district students to schools within the School District, the School District will make no provision for student transportation between the home and the school.

Admission of Non-Residents of British Columbia

Students who are non-residents of British Columbia do not qualify for funding from the Ministry of Education. Fees may be charged.

Admission of Non-Canadian Students

The admission of non-Canadian students to Canada, and the specification of privileges associated with such admission, is essentially a Federal responsibility. Admission into a School District school of non-

Canadian students who are resident in the School District shall, therefore, be governed by the following provisions:

- Landed immigrants/permanent residents shall be granted the same educational privileges as a Canadian citizen
- Admission, for a limited period of time, shall be granted to students of parents who are holding work permits, providing the parent has been lawfully admitted to Canada for temporary residence and is authorized to work for a period of one year or more, and is or will be employed for at least 20 hours per week
- Admission, for a limited period of time, shall be granted to students of parents who are holding study permits, providing the parent has been lawfully admitted to Canada and is authorized to study for a period of one year or more, and is enrolled in a degree or diploma program at a public post-secondary institution in British Columbia or in a degree program at a private post-secondary institution in British Columbia. Parents may also be enrolled in an English Language Learner (ELL) program of up to one year in duration at an institution that has an Education Quality Assurance Designation (EQA)
- Admission shall not be granted to other categories of students except in exceptional circumstances. As an example of exceptional circumstances, principals of schools may grant permission to non-Canadian students participating in a recognized international student exchange program to attend for a specified period of time. The Superintendent, or designate, may also provide for temporary admission to non-Canadian students pending a legal determination of the [guardianship](#) of a student
- No written permission shall be provided which would enable a student to obtain a study permit except as required for the exceptional circumstances determined by the Superintendent or for fee-paying students described in the section below
- These provisions are not intended to enable a person whose primary purpose for coming to British Columbia is to attend a public school and who would normally be charged tuition fees to avoid paying those fees.

Fee-Paying Students

The Superintendent may, consistent with this policy, grant permission to students to apply to the School District as a fee-paying student. There shall be a fee charged to students who are accepted in this capacity.

The following requirements shall govern the admission of fee-paying students:

- Students must be able to demonstrate that they are able to achieve at a high level in studies taught in the English language
- Elementary age students (Kindergarten to Grade 7) must reside with their own parent(s) while participating in the School District as a fee-paying student
- Secondary-age students agree to reside in a residence approved by the School District Program Administrator and the parent(s)
- Secondary-age students must be able to function effectively in a Canadian cultural environment without the direct supervision of their parents. Responsibility for assessing such abilities rests with a person or screening committee appointed by the Superintendent
- Prior to enrolment, students must provide evidence that the Government of Canada has issued a Study Permit approving study at a school in Canada
- The annual fee payable by students shall be determined by the Board and is not refundable
- The full amount of the annual fee must be received by the School District prior to the Superintendent, or designate, granting final admission approval
- The Superintendent, or designate, may engage the services of an agency or agencies to assist in the identification of applicants for admission under this regulation and to coordinate arrangements for an approved residence during the student's enrolment
- Students and their parent(s) are responsible for transportation between the student's approved residence and the school
- Students and their parent(s) must provide proof of adequate medical insurance in advance of the Superintendent granting final admission

- Students and their parent(s) may be responsible for the cost of any additional fees normally charged by the school in which the student is enrolled
- Students shall abide by the rules of the *Participation Agreement* contained in their application and with the rules and behavioral expectations of the school in which they are enrolled. Infractions of these rules shall result in a review of the student's eligibility to continue in this program
- The Superintendent, or designate, will determine each student's age-appropriate placement in a District school and an educational program
- The School District will provide an orientation program for fee-paying students.

Resource Links

[School Act](#) – Province of British Columbia

[Funding Policy: Eligibility of Students for Operating Grant Funding](#) – BC Ministry of Education

[Catchment Areas and School Sites Map](#) – District of North Vancouver GIS Department, in cooperation with School District No. 44 (North Vancouver)

Admission of Students to School: Administrative Procedures – School District No. 44 (North Vancouver)

School Catchment Areas – School District No. 44 (North Vancouver)

Links

School Act

[Access to educational program \(2\)](#)

[Entry to educational program \(3\)](#)

[Home education \(12\)](#)

[Registration \(13\)](#)

[Enrollment in an educational program \(74.1\)](#)

[Provision of educational program \(75\)](#)

[Catchment areas \(75.1\)](#)

[Fees and deposits \(82\)](#)

School Regulations 265/89

[Home Education \(3\)](#)

[Deemed Resident \(16\)](#)

Other Related Links

[Funding Policy](#)

School Catchment Areas

Catchment Area map

Definitions

“Alternative Programs” means those programs as described in Policy 204: Alternative Programs or Schools.

“Catchment area child” means a person of school age, and resident in the catchment area of the school.

“Continuing school district student” means a student in attendance at the school or a designated feeder school during the previous school year, and resident in the School District.

“District Program” means those programs (e.g. French Immersion K – 12, Late French Immersion) established by the Board that have the entire School District as the catchment area. Upon leaving a district program to enter the regular program, the regular program catchment area will apply to the student for placement purposes

“Feeder schools” and their associated “receiving schools” are described by the Board’s established catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school, unless an application for enrollment elsewhere is accepted.

“International Students/Fee Paying Students” are defined as students who have moved from outside the province of British Columbia to British Columbia and do not meet the residency requirements of Section 82 of the School Act

“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 government ministry or a Canadian court order issued by a judge.

"Non-catchment area child" means a person of school age, resident in the School District, and not resident in the catchment area of the school.

"Non-school district child" means a person of school age, resident in British Columbia, and not resident in the School District.

"Parent" means the guardian of the student or child, the person legally entitled to guardianship of the student or child, or the person who usually has the care and control of the student or child in the absence of a parent.

“Place of residence” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s guardian of the person, unless satisfactory evidence is produced that the student’s ordinary residence during the school year is elsewhere. The place of residence at the time of application determines the status of the applicant as a catchment area, non-catchment area, or non-school district child.

"Previous school year" means the school year previous to the school year for which the person is applying to enroll in an educational program.

"School age" is defined in the School Act as a person who has or will have attained the age of 5 years on or before December 31 of that school year and who has not attained the age of 19 years before July 1 in the year of application.

"School district child" means a catchment area child or a non-catchment area child.

Administrative Procedures

1. Continuing Students

Students currently attending schools in North Vancouver are not required to apply annually to continue at their current school.

2. New Registrations and Transfers for the Current School Year

New Registrations

The staff at Central Registration handles all new registrations to the School District. A student new to the North Vancouver School District must be registered in person by a parent or legal guardian. A legal guardian of a child is defined within the meaning established in the Family Law Act and is the person who has legal control of the child as designated by a Provincial Government Ministry or a Canadian court order issued by a judge. The School District will not accept a parent designating a third person as the child's guardian using a notarized or lawyer's document.

Original documents must be provided at the time of registration, copies of all documents are taken as needed.

If a student was born in Canada, the following original documents are required:

- Student Registration Form
- Child's birth certificate, ideally showing parent names
- Proof of status in Canada for both parents

If the student was not born in Canada but is now a Canadian citizen or a Permanent Resident of Canada, the following original documents are required:

- Student Registration Form
- Student's birth certificate, translated into English if applicable
- Student's passport and Permanent Residence card or landing paper (if the student is a permanent resident)
- Student's proof of Canadian citizenship if applicable (Canadian passport or citizenship certificate)
- Proof of status in Canada for both parents (as per documents listed above for the child)

If one of the parents/guardian is here on a Study Permit, the following original documents are required:

- Student Registration Form
- Student's birth certificate, translated into English if applicable
- Passports (for both parents and student)

- Parent/Guardian Study Permit valid for one year or more, and supporting documents including their letter of acceptance from EQA designated post-secondary institution and proof of payment of fees. Receipts for fee payments must be submitted each semester that the parent is attending school.
- The parent must be lawfully admitted to Canada and be authorized to study for a period of one year or more and all of the following conditions apply:
 - Has been accepted to a degree or diploma program at a public post-secondary institution in British Columbia or in a degree program at a private post-secondary institution in British Columbia
 - ESL/ELL (English Language Learner) programs are approved only if acceptance in the degree or diploma program is contingent on the completion of an ESL program
 - Is enrolled in an “English as a Second Language” (ESL) program of up to a year in duration at an institution that has an Education Quality Assurance Designation (EQA). The ESL student will be deemed a resident for up to one year only; beyond one year, children of an ESL student will be considered international students and the District may charge International Student fees.
- Student’s study permit/visitor record – 1 year or greater (same time period as parents)
- Immigration documents for the spouse of the parent who will be studying in Canada

If one of the parents is here on a Work Permit, the following original documents are required:

- Student Registration Form
- Student’s birth certificate, translated into English if applicable
- Passports (for both parents and student)
- Parent’s Work Permit – 1 year or greater with a letter from their employer, usually the offer of employment letter
- Student’s study permit/visitor record – 1 year or greater (same time period as parents)
- Immigration documents for the spouse of the parent who will be working in Canada

All registration requests listed above also require:

1. Proof of residence in British Columbia.

Accepted documents for home owners are:

- Recent property tax statement
- Purchase agreement – new home purchase with subjects removed
- Current hydro, gas, landline telephone or internet/cable statement

Accepted documents for renters are:

- Formal rental or lease agreement and a current utility bill (hydro, gas, landline telephone or internet/cable statement) in either the landlord/homeowners or the tenants name (as per lease/tenancy agreement)

If you do not have a formal tenancy agreement (living with family or friends) we require:

- A letter from the tenant/homeowner verifying this living arrangement including the names of all your family members who are living in their residence
 - Proof of the residence of the tenant/homeowner (as per accepted documents above)
2. All relevant original legal documentation involving guardianship – separation, divorce, adoption or guardianship orders.
 3. School report cards, with certified translation in English if needed.
 - Elementary School: Report cards from the most recent school year
 - Secondary School: Most recent report card (for grades 8 and 9) or, for older students, all report cards from Grade 10 to current year
 4. Any Individual Education Plan (IEP), Psycho-educational or medical reports that pertain to the child.

Transfers - Due to a physical move

The staff at Central Registration handles all transfer requests due to a physical move within the school district. If the student's parents/guardians are requesting a transfer to their catchment school in the North Vancouver School District because they have physically moved, they must have these documents:

- Proof of new residence (For home owners – property taxes or purchase agreement with subject removed or utility statement. For renters - tenancy agreement and utility statement in the tenant's or landlord/homeowner's name (as per the lease/tenancy agreement)
- Consent of both parents/guardians if they do not reside together or the court order that specifies which parent makes the educational decisions for the child

Priorities for student placement are dependent on the available space, facilities, resources, the appropriate educational program required to meet the student's needs and the family's place of residence. All communication from Central Registration to the schools is by email. The staff at the school will contact the student (family) once they have received the placement information from Central Registration.

Transfers - Principal to Principal transfer

As per the procedures outlined above, if a student has physically moved into a new catchment area and/or is requesting a move to their catchment school, then Central Registration will process the transfer request.

All other mid-year transfers requested by parents will be assessed and processed by the applicable North Vancouver School Principals and school staff. This type of transfer request is commonly referred to as a Principal initiated or Principal to Principal transfer.

After a process of consultation, a Principal may initiate the transfer of a student from one school to another school based upon the Principal's assessment of the best interests of that student and other students in the school. If a student transfer is being considered for social/emotional/behavioral reasons or if the student being transferred has a Special Needs designation the School District's Learning Services department will be consulted, prior to the transfer. The request may also require the involvement of the School Based Resource Team or the District Resource Team.

The staff at Central Registration, in consultation with the District Principal, will assist with the placement of a 'Principal to Principal' transfer should the need arise.

The Process

- Principal or designate is contacted by the student/family to discuss the possibility of a transfer to another school within our School District. Consent of both parents/guardians is obtained if they do not reside together and if no court order of sole guardianship is in place.
- Principal or designate contacts the requested school's Principal or designate, to discuss the potential transfer. The decision should be based upon the availability of a suitable program, resources, space and facilities in the other school.
- If the transfer is agreed to by both administrators, a Transfer Request Form is completed and signed by the parents and both Principals. The Transfer Request Form is added to the student file and the transfer takes place.

The exception to this procedure is during the District wide transfer request window which typically occurs from the last week in January until the first week in March. During that time parents may request that a continuing school district student be permitted to attend another school in the school district for the next school year. Such a request will be granted, provided that a suitable program, resources, space and facilities are available in the other school.

After March 31st, Principal to Principal transfers will be placed on hold until after the Labour Day weekend as changes in numbers will affect staffing and organizations for the following school year.

Placements During the Current School Year

Priorities for student placement are dependent on the available space, facilities, resources or the appropriate educational program required to meet the student's needs and the family's place of residence. All communication from Central Registration to the schools is by email. The staff at the school will contact the student (family) once they have received the placement information from Central Registration.

3. New Registrations and Transfers for the Next School Year

3(a) New Registrations – Kindergarten

A parent/guardian can register their child for kindergarten if, on or before December 31st of that school year the student will have reached the age of 5 years

All Student Registration Forms and related documents must be submitted in person by a parent or a legal guardian to the Central Registration office.

Where: Central Registration Office
Educational Services Centre
2121 Lonsdale Avenue, North Vancouver
604-903-3368

Hours of operation:
8:30 a.m. – 4:30 p.m. (Mon to Fri)

What to bring:

Please bring **original** documents. Staff at the Central Registration office will make copies.

Completed **Student Registration Form**, (Student Registration Forms are available at all schools, at the Central Registration office and at www.sd44.ca), **and**

1. **Child's birth certificate**
 - Ideally, showing parent names, with certified translation in English, if applicable.
2. **Proof of Status in Canada for both parents and children**
 - **Canadian Citizens** - Canadian Birth Certificate, or Canadian Passport, or Citizenship Card/Certificate, or Certificate of Indian Status Identification Card
 - **Permanent Residents** - Passports **and** valid Permanent Residence Card or Confirmation of Permanent Residence Document (valid landing document)
 - **Work Permit** – Passports **and** parent's Work Permit, parent's Letter/Offer of Employment, accompanying parent's Visitor/Work Permit & child's Visitor/Study Permit
 - **Study Permit** – Passports **and** Parent's Study Permit, Letter of Acceptance from school program/admission letter, and proof of tuition payment, accompanying parent's Visitor/Work Permit & child's Study/Visitor Record Permit
 - Refugee Claimant Document **and** Passports
 - Diplomatic Card **and** passports.
3. **Legal original court documentation involving guardianship** – separation, divorce and guardianship orders, adoption orders, etc.
4. **Proof of address** – Accepted Documents are:

- Home Owners
 - Recent property tax statement, or
 - Purchase agreement if you just bought a new home with subjects removed
 - Current BC Hydro, gas, landline telephone, or internet/cable statement
 - Renters
 - Formal rental or lease agreement **and** a current BC Hydro, gas, landline telephone or internet/cable statement in the tenants or landlord/homeowners name (as per lease/tenancy agreement)
 - Please note: If you do not have a formal tenancy agreement (ex. living with family/friend) we require:
 - Letter from the tenant/homeowner stating this living arrangement including the names of all your family members (children & parents) living in their residence, **and**
 - Proof of their address (as per accepted documents above)
5. **School Reports**, with certified translation in English, if applicable
- Elementary school: Report cards from the most recent school year
 - Secondary school: Most recent report card (for grades 8 and 9) or, for older students, report cards from Grade 10 to current year
 - If applicable, any Individual Education Plan (IEP), Psycho-Educational reports, or medical reports

Programs

English Full Day Kindergarten program

This is a full-day program with limited space at all schools

French Immersion Full Day Kindergarten program

This is a District Program with limited space at selected sites. As a District Program the catchment area has been established as the entire district.

The following schools will be offering French Immersion:

- Braemar
- Cleveland
- Dorothy Lynas
- Larson
- Ross Road
- Sherwood Park

Placement Procedures

Registrations completed prior to the deadline will be placed according to the “priority placement of students criteria” listed on page 18. The effective date for the registration is entered when all required documentation has been received. A registration without all the required documents will be pending until the outstanding documents are submitted.

Registrations received following the priority deadline will be placed according to the available space, facilities, resources or the appropriate educational program required to meet the student’s needs and your place of residence.

Priority for placement of students in the Full Day English program:

- Priority 1 – In Catchment area
- Priority 2 – Out of Catchment area with sibling already attending same school/program
- Priority 3 – Out of Catchment
- Priority 4 – Out of District

Priority for placement of students in the Full Day French Immersion (District program):

- Priority 1 – Siblings of current French Immersion students (same program, same school)
- Priority 2 – Lottery for the remaining students - classes are filled according to lottery order, respecting the parents' 1st and 2nd school choices
- Priority 3 – Out of district – placed at the end of the process

Students not placed in the French Immersion program are placed in the kindergarten program at their catchment area school or at a school of their choice (as per the registration form), subject to space availability. These students are also placed on a waitlist according to their placement in the lottery, and their first and second choice of schools. The staff at Central Registration will be in contact with the students (families) on the waitlist when space becomes available. Once a spot is offered, the students (families) have one (1) business day to respond or the spot will be offered to the next student on the waitlist.

The kindergarten placement information should be mailed to the parents prior to the School District's Spring Break.

Communication – The staff at Central Registration forwards a spreadsheet to each elementary school listing all of the kindergarten students assigned to their school.

The staff at Central Registration is responsible for informing students (families) of their placement in one of the kindergarten programs. The placement letters for the priority kindergarten registrations should be mailed to the kindergarten students (families) prior to the School District's Spring Break.

The school is responsible for informing the students (families) of their kindergarten placement if it is made after the placements letters have been mailed out.

After receiving notification of their kindergarten placement, families that are requesting a different school or have moved into another catchment, may submit a Transfer Form to Central Registration.

If there are changes to the placement of a kindergarten student, the staff at Central Registration is responsible for communicating (via e-mail) the placement changes to the schools.

3(b) New Registrations for Grades 1–12

All children new to North Vancouver (not currently attending a North Vancouver School District school), must register at Central Registration. Registration for the next school year usually begins the last full week of January and ends prior to Spring Break. Students registered prior to the deadline will be placed according to the priority placement criteria. Registrations received following the deadline will be placed according to the available space, facilities, resources or the appropriate educational program required to meet the student's needs and the family's place of residence.

A student new to the North Vancouver School District must be registered in person by a parent or legal guardian. A legal guardian of a child is defined within the meaning established in the Family Law Act and is the person who has legal control of the child as designated by a BC Government Ministry or a Canadian court order issued by a judge. The school district will not accept a parent designating a third person as the child's guardian using a notarized or lawyer's document.

Original documents must be provided at the time of registration, copies of all documents are taken as needed.

If a student was born in Canada, the following original documents are required:

- Student Registration Form
- Child's birth certificate, ideally showing parent names
- Proof of status in Canada for both parents

If the student was not born in Canada but is now a Canadian citizen or a Permanent resident of Canada, the following original documents are required:

- Student Registration Form
- Student's birth certificate, translated into English if applicable
- Student's passport and Permanent Residence card or landing paper (if the student is a permanent resident)
- Student's proof of Canadian citizenship if applicable (Canadian passport or citizenship certificate)
- Proof of status in Canada for both parents (see accepted documents listed above)

If one of the parents/guardian is here on a Study Permit, the following original documents are required:

- Student Registration Form
- Student's birth certificate, translated into English if applicable
- Passports (for both parents and student)
- Parent/Guardian Study Permit valid for one year or more, and supporting documents including their letter of acceptance from EQA designated post-secondary institution and proof of payment of fees. Receipts for fee payments must be submitted each semester that the parent is attending school.

- Has been lawfully admitted to Canada and is authorized to study for a period of one year or more and all of the following conditions apply:
 - Has been accepted to a degree or diploma program at a public post-secondary institution in British Columbia or in a degree program at a private post-secondary institution in British Columbia
 - ESL/ELL (English Language Learner) programs are approved only if acceptance in the degree or diploma program is contingent on the completion of an ESL program
 - Is enrolled in an “English as a Second Language” (ESL) program of up to a year in duration at an institution that has an Education Quality Assurance Designation (EQA). The ESL student will be deemed a resident for up to one year only; beyond one year, children of an ESL student will be considered international students and the District may charge International Student fees.
- Student’s study permit/visitor record – 1 year or greater (same time period as parents)
- Immigration documents for the spouse of the parent who will be studying in Canada

If one of the parents is here on a Work Permit, the following original documents are required:

- Student Registration Form
- Student’s birth certificate, translated into English if applicable
- Passports (for both parents and student)
- Parent’s Work Permit – 1 year or greater with a letter from their employer, usually the offer of employment letter
- Student’s study permit/visitor record – 1 year or greater (same time period as parents)
- Immigration documents for the spouse of the parent who will be working in Canada

All registration requests also require:

1. Proof of residence in British Columbia.

Accepted documents for home owners are:

- Recent property tax statement
- Purchase agreement – new home purchase with subjects removed
- Current hydro, gas, landline telephone or internet/cable statement

Accepted documents for renters are:

- Formal rental or lease agreement and a current utility bill (hydro, gas, landline telephone or internet/cable statement) in either the landlord or the tenant’s name (as per lease/tenancy agreement)

If you do not have a formal tenancy agreement (living with family or friends) we require:

- A letter from the tenant/homeowner verifying this living arrangement including the names of all your family members who are living in their residence
- Proof of the residence (as per accepted documents above)

2. All relevant legal documentation involving guardianship – separation, divorce, adoption or guardianship orders.
3. School report cards, with certified translation in English if needed.
 - Elementary School: Report cards from the most recent school year
 - Secondary School: Most recent report card (for grades 8 and 9) or, for older students, all report cards from Grade 10 to current year
4. Any Individual Education Plan (IEP), Psycho-Educational or medical reports that pertain to the child.

Communication regarding New Registrations – The staff at Central Registration forwards a spreadsheet to each elementary and secondary school listing all of the new students assigned to their school.

Schools are responsible for advising the families of all students newly assigned to their school of their placement with them for the next school year. This can be done by letter, email or by a phone call to the family. The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

New Registrations - International Students

All registrations for new International students will be handled by the International Student Department.

3(c) Transfer Requests - Grade 1-12

Transfer Requests – Physical Move

Students who wish to transfer to another North Vancouver school because they have physically moved, must submit a Transfer Request form with required documentation (proof of address and guardianship information if applicable) to the Central Registration office. Transfer requests for the next school year usually begin the last full week of January and end prior to the School District's Spring Break. Students submitting a Transfer Request Form prior to the deadline will be placed according to priority placement and available space, facilities and resources considerations. The Transfer Request Form is available at all school offices, the School District website and the Central Registration office.

Transfer requests due to a physical move received following the deadline will be placed according to the available space, facilities, resources or the appropriate educational program required to meet the student's needs and your place of residence.

By completing a Transfer Request Form, the applicant is committed, if the transfer is approved, to accepting any of the proposed receiving schools as indicated by the family on the form.

Transfer Requests – Choice

Students who wish to transfer to another North Vancouver school for a reason other than a physical move will only be accepted at Central Registration during the Transfer priority time period, for the following school year. The Transfer priority time period for the next school year usually begins the last full week of January and ends prior to the School District's Spring Break. If a student transfer is being requested for social/emotional/behavioral reasons or the student being transferred has a Special Needs designation the School District's Learning Services department will be consulted, prior to transfer. The request may also require the involvement of the District Resource Team.

Students submitting a Transfer Request Form and required documentation (see above) prior to the deadline will be placed according to the available space, facilities, resources or the appropriate educational program required to meet the student's needs.

By completing a Transfer Request Form, the applicant is committed, if the transfer is approved, to accepting any of the proposed receiving schools as indicated by the family on the form.

Following the priority Transfer deadline, no further transfer requests will be accepted by Central Registration unless the student has physically moved into a new catchment area and/or is requesting a move to their catchment school.

Communication regarding Approved Transfer Requests (Physical Move & Choice) – The staff at Central Registration forwards a spreadsheet to each elementary and secondary school listing all of the transferred students assigned to their school.

Schools are responsible for advising the families of all students newly assigned to their school that their transfer request has been approved. This can be done by letter, email or by a phone call to the family. The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

3(d) Grade 1 entry into French Immersion

Families who already have a child attending a North Vancouver school and wish to have that child enter the French Immersion program in Grade One must complete a Transfer Request form indicating that they would like to transfer from the English Program to the French Immersion program for Grade 1. Transfer requests for the next school year usually begin the last full week of January and end prior to the School District's Spring Break. The Transfer Request Form and required documentation (page 14) must be submitted to the Central Registration office. Families who are new to the North Vancouver School District and wish to have their child enter French Immersion in Grade 1 must follow the process for New Registrations Grade 1- 12 (page 16-17).

Student Registrations and Transfer requests received **during the priority time period** are placed according to the following priorities:

1. Siblings of current NVSD students who are in French Immersion, requesting the same school/same program. This applies to siblings in the English Kindergarten program only.
2. New Registrations coming from a French Immersion kindergarten program outside of the NVSD, wanting to continue in FI for grade one, who reside in the North Vancouver School District.
3. Transfer requests and new Registrations (In District) for children currently in English kindergarten requesting FI for grade one.
4. Current NVSD FI kindergarten students who have applied for a transfer to another NVSD FI school for Grade 1

Placement in Grade 1 French Immersion will follow the same process as placement in Kindergarten French Immersion (i.e. Priority specific lotteries respecting the parents' 1st and 2nd choices of schools will be conducted). Once classes are full, the remainder of students are placed on a waitlist.

5. Out of district – will be placed at the end of the process described above

Student registrations for grade one French Immersion received **after the priority deadline** will be placed if space still exists or they will be added to the established waitlists (described above) according to their date of registration.

Communication – The staff at Central Registration forwards spreadsheets to each French Immersion Elementary School including all of the new or transferred students assigned to their school for grade one.

Schools are responsible for advising the families of all students newly assigned to their school of their placement with them in French Immersion. This can be done by letter, email or by a phone call to the family. The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

3(e) Late French Immersion

Late French Immersion is designed for non-French speaking students. Following two years in Grade 6 and 7 at the elementary level, Late French Immersion students complete their bilingual program with their peers from the Early French Immersion program at their assigned feeder secondary French Immersion school.

Registration for Late French Immersion usually begins the last full week of January and ends prior to the School District's Spring Break. All Late French Immersion Student Registration forms (and guardianship information if applicable) must be submitted by the parent/legal guardian directly to the Central Registration Office.

Late French Immersion is a district program and as such has the entire School District as its catchment area.

Registrations received prior to the deadline are placed according to the following priorities:

1. Siblings of current Late French Immersion students (same program, same path – sibling will either be in the same school or the receiving school for the LFI school requested once enrolled in the program)
2. Lottery for the remaining students - classes are filled according to lottery order respecting the parents' 1st and 2nd school choices
3. Out of district – placed at the end of the process

Once classes are full, the remaining students are placed on a waitlist.

Communication – The staff at Central Registration forwards a spreadsheet to each Late French Immersion Elementary School listing all of the students assigned to their school for grade 6/7 in the LFI program.

Schools are responsible for advising the families of all students newly assigned to their school of their placement with them for the Late French Immersion program. This can be done by letter, email or by a phone call to the family. The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

3(f) Grade 7 to 8 Transfer Requests

Parents/legal guardians who would like their grade 7 student to attend a secondary school other than the student's designated feeder school (see below), must complete a Transfer Request Form with required documentation (proof of residence and guardianship if applicable) and submit it to the Central Registration office. Transfer requests for the next school year usually begin the last full week of January and end prior to the School District's Spring Break. Transfer Requests submitted prior to the deadline will be placed according to the available space, facilities, resources or the appropriate educational program required to meet the student's needs and place of residence.

For example, if a student attends the Grade 7 French Immersion program at Larson Elementary School they would automatically feed into the Grade 8 French Immersion program at Argyle Secondary School. If the student wanted to attend Carson Graham Secondary School because it is their catchment secondary school (English program) they would have to submit a Transfer Request form before the deadline.

Communication - Approved transfers for grade 7 to 8 will be included in the Transfer spreadsheets sent to the schools for grades 1-12.

The receiving schools are responsible for advising the families of all students newly assigned to their school that their transfer request has been approved. This can be done by letter, email

or by a phone call to the family. The staff at Central Registration is responsible for communicating (via e-mail) any placement changes to schools.

Designated Elementary to Secondary Feeder and Receiving Schools

English Feeder Schools

Elementary School

Boundary
Lynn Valley
Ross Road
Upper Lynn

Elementary School

Braemar
Capilano
Carisbrooke
Larson
Norgate
Queen Mary
Westview

Elementary School

Canyon Heights
Cleveland
Highlands
Montroyal

Elementary School

Cove Cliff
Dorothy Lynas
Sherwood Park

Elementary School

Brooksbank
Eastview
Ridgeway
Queensbury

Elementary School

Blueridge
Lynnmour
Seymour Heights

English Receiving Schools

Secondary School

Argyle Secondary School

Secondary School

Carson Graham Secondary

Secondary School

Handsworth Secondary School

Secondary School

Seycove Secondary School

Secondary School

Sutherland Secondary School

Secondary School

Windsor Secondary School

French Immersion Feeder Schools

Elementary School

Boundary (LFI)
Larson (EFI)
Ross Road (EFI)

Elementary School

Braemar (EFI & LFI)
Cleveland (EFI)

Elementary School

Dorothy Lynas (EFI)
Sherwood Park (EFI)

French Immersion Receiving Schools

Secondary School

Argyle Secondary School

Secondary School

Handsworth Secondary School

Secondary School

Windsor Secondary School

3(g) French Immersion to English

According to School District policy, students who wish to leave the French Immersion program are required to return to their catchment area school. If your child will be leaving the French Immersion program at the start of the next school year the parent/legal guardian must complete a Transfer Request Form and provide required documentation (proof of address and guardianship information if applicable) and submit these documents to the Central Registration office prior to the priority transfer deadline. They can apply for a transfer to a school other than their catchment area school, but will be subject to the process as outlined for student transfers.

For communication directions, see 3(c) Transfer Requests Grade 1-12.

1. Lottery

If necessary, an electronic lottery will be conducted for district programs, including, but not limited to, the Early French Immersion program (kindergarten and grade 1 entry), the Late French Immersion (Grade 6 entry) and potentially for schools where it is not possible to place all in catchment (priority 1) students. In the Early French Immersion and Late French Immersion programs, students with siblings are currently placed in the program if they have applied for the same program, in the same school, that an older sibling attends. All other available spaces are assigned by means of an electronic lottery and the first and second choice of the student. Once the lottery has been conducted, spaces in the program are assigned based on the position in the lottery and the parents' choice of school. Students not assigned to a school will be placed on a wait list according to their position in the lottery and their first and

second school choices. The staff at Central Registration will be in contact with the families when/if their name comes up on the waiting list. Once offered a spot in a District Program, the family has 1 business day in which to respond or the spot will be offered to the next person on the waiting list wanting that particular school/program.

2. Wait Lists

Wait lists are maintained by the staff at Central Registration for all District Programs. Wait lists are maintained for the following length of time:

Early French Immersion (Kindergarten entry) - for the Kindergarten school year

Early French Immersion (Grade 1 entry) - until the last Friday in September; for students coming from a French Immersion K program, their waitlist status will be maintained until the end of Feb of the grade one school year

Late French Immersion (Grade 6 entry) - until the last Friday in September

3. Withdrawing a student

If your child will not be returning to the school they are currently attending and will not be attending another North Vancouver School District school you must let the school know and sign a withdrawal form at the school.

4. Priority Placement

Priority for placement of students in English programs.

Priority 1 – In Catchment area

Priority 2 – Out of Catchment area with sibling already attending same school/same program

Priority 3 – Out of Catchment

Priority 4 – Out of District

Priority for placement of students in French Immersion (District Program)

Priority 1 – Siblings of current French Immersion students (same program, same school)

Priority 2 – Lottery for the remaining students - classes are filled according to lottery order, respecting the parents' 1st and 2nd school choices

Priority 3 – Out of district – placed at the end of the process