



Parents steps for online registration

1. January 27, 2015 – 9:00 am
 - a. Go to www.sd57.bc.ca {if you are on the site prior to 9:00 please remember to Refresh (F5) }
 - b. Fill in online registration form.
 - Legal last name, first name, middle name, gender, date of birth, school applying to, home phone#, parent name, work phone #, parent email address, siblings in school – yes/no.
 - c. You will receive an email confirmation form including a link to these forms:
 - i. Regular School Admission Form
 - ii. FOIPOP Form
 - iii. Health Unit Information Form
2. Print off and complete forms noted in 1(c).
3. Take completed forms, Birth Certificate and proof of residence to the school on or before February 6, 2015 to retain your spot in the school.
4. Please refer to Policy 5119 – School Catchment Areas, Registration and Student Transfers if you have further questions. www.sd57.bc.ca/fileadmin/cao.sd57.bc.ca/Policy_Manual/Policies/5119.pdf

Questions?

Q: What if I don't want my child's legal name used?

A: We are able to utilize a "usual name" function, however, we must collect and report to the Ministry of Education using the legal name.

Q: I want to register in a school that is closest to my child's daycare. What do I do?

A: You must register at your catchment school first and then apply for a Student Transfer beginning on February 6, 2015 at 9:00 am. Student Transfer Process closes on March 6, 2015 3:00 pm. Information regarding Student Transfer Process will be posted at www.sd57.bc.ca

Q: I want to register in one of the Choice Schools in the district. What do I do?

A: You would register online for the Choice School. The catchment for Choice programs is the entire district.

Q: Is my registration given a number?

A: Yes. Once the Online Kindergarten registration program receives the electronic application a date, time and confirmation number will be assigned.

Q: What if there are more students registered than the school can accommodate?

A: As per Policy 5119 (Administration Procedures 2.1.4) at 4:00pm on February 3, 2015 a lottery will be done at the school. Parents of those affected will be notified of the lottery and outcome.

Q: What if I do not get the paperwork into the school on or before February 6, 2015?

A: You will lose your spot and drop to the bottom of the list.

Q: What if I want to know more about bussing?

A: The new registration form now includes the bus application. You can get further information from the school or our Transportation Dept at 250-561-6802.



Schools steps for online registration

1. Have staff available to assist parents on January 27, 2015 – 9:00 am. If parents come in to register:
 - a. Go to www.sd57.bc.ca {if you are on the site prior to 9:00 please remember to Refresh (F5) }
 - b. Fill in online registration form.
 - Legal last name, first name, middle name, gender, date of birth, school applying to, home phone#, parent name, work phone #, parent email address, siblings in school – yes/no.
 - c. You will receive an email confirmation form including a link to these forms:
 - i. Regular School Admission Form
 - ii. FOIPOP Form
 - iii. Health Unit Information Form
 - d. Print off forms in 1(c) and have parents complete.
 - i. Go to step 2.
2. When parents come to the school, accept completed forms and copy Birth Certificate, Care Card as well as proof of residence. Provide parents with the envelope from the Health Unit as well as any other information you wish for them to have.
3. Check Online Kindergarten database regularly to see if you have any parents registering in your school who are not in your catchment.
 - a. If you find any registrations for your school that are not in your catchment, please contact the parent asap and direct them to the correct school.
4. If you have more students than you can accommodate (for capped schools) a lottery will need to be done on February 3, 2015 at 4:00pm. Please see Policy 5119 for directions.
<http://www.sd57.bc.ca/Policies/Documents/5119.pdf>
5. Principals to contact Assistant Superintendents if required.