

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURE SERIES 500 - STUDENT PERSONNEL

AP501 STUDENT ATTENDANCE AP501.2 Student Registration, Enrolment and Placement

1. **Student Registration Requirements**

1.1 Registration by Parents / Guardians

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/or district Transfer Application Forms. Incorrect information may result in the student being denied enrolment.

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:

- (1) proof of British Columbia residency
- (2) the student's official birth certificate
- (3) applicable Immigration / Citizenship / Permanent Resident documentation
- (4) the student's last report card, if available
- (5) legal guardian document, if applicable
- (6) immunization records, if available.

1.3 Locations for Registration

A B.C. resident student who wishes to enroll in a Sea to Sky school may register: at the student's catchment school, or if a non school district child, at the requested school from the last week in August to the first week in July

1.4. Dates of Registration

- (1) Registration by June 15th
A newly arrived student who registers at their catchment school by June 15th is guaranteed a place at that school for the subsequent school year.
- (2) Registrations after June 15th
A newly arrived student who registers at their catchment school after June 15th will have their name placed on the School Placement List, with a priority of enrolment at the school dependent on the time and date of registration.

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1.5 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 enroll in a district school must be referred to the Office of 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.

1.6 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 Student Policy.

1.7 Alternative Registration Procedures

- (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.
- (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.
- (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 a Transfer Application Form to their school of enrolment by March 1st.

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:

- (1) students returning from prior years
- (2) students enrolling in district programs
- (3) catchment students incoming from designated feeder schools and
- (4) catchment area children enrolling in kindergarten.

2.2 The Availability of Space in Schools

The Board of School Trustees 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.

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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:

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

3. Student Placement Process

This section applies only to a placed student - that is, a catchment student who is newly arrived in the district, 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.

No provision will be made by 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 established by the Ministry of Education [4.2 kilometres for elementary students and 4.8 kilometres for secondary students].

3.1 Available Space and Student Placement

If available space does not allow 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 in a nearby school.

3.2 School Placement List

Schools will establish a School Placement List for any newly arrived catchment students who register between June 16th and the end of the first week in July. The names of these students will be included on the District Placement List established at the Superintendent's office during July and August.

3.3 Priority of Students on School Placement List

Any student on a School Placement List will be enrolled in a nearby school using a priority based on the date and time of their registration.

3.4 Return of Placed Students to Catchment School

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.

4. Student Transfer Requirements

This section only applies to a transfer student who wishes to attend a non-catchment school or district program and whose eligibility to enroll depends on applying by the district deadline and the availability of space and facilities at the requested school.

4.1 School Wait List

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Schools will establish a School Wait List for first time, transfer applicants commencing January 15th that will priority order the students in accordance with their category [non-catchment and non school district] and the date / time of application.

4.2 District Students

Before a district student can request a transfer, the student must first be registered or enrolled at their catchment school. Application to a school other than the student's catchment school may then be made using the Transfer Application Form and considered by the school principal within the requirements of this regulation.

4.3 Non-District Students

A non-district student wishing to enroll in a Sea to Sky school or district program must first submit a Transfer Application Form to the requested school and then register at the requested school or district program in accordance with the requirements of this regulation.

4.4 Transfer Students Who Apply By March 1st

If space and facilities are available in a school or district program, and the students identified in Section 2 have been accommodated, a student who applies by March 1st to attend the requested school or district program will be approved to attend on a "first come, first serve" basis in accordance with the following priorities:

- (1) a catchment area child
- (2) a non-catchment area child who resides in the school district
- (3) a non-school district child who resides in the province of BC.

If space and facilities are available at the requested school, a non school district child who applies by March 1st has priority over a non-catchment child who applies after March 1st or a catchment child who registers after June 15th.

Parents of a student requesting a transfer to more than one school or district program must prioritize their transfer applications on the applicable district Transfer Application Form and submit an original copy of the form to each of the requested schools or programs. The student will only be offered a place in the requested school with the highest priority that has available space and facilities.

4.5 Transfer Students Who Apply After March 1st

- (1) A transfer applicant who applies after March 1st, while not eligible under Section 74.1 (6) of the School Act to enroll in an educational program offered by a school or the district, may be considered for enrolment in the school or program at the discretion of the principal if space and facilities are available and in accordance with the following set of priorities and criteria:

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First: A secondary student wishing to enroll in a district program or a group of two or more related courses not offered at their catchment school or an elementary student who is receiving child care service on a continuing basis outside their school catchment area.

Second A student who has a sibling concurrently attending, or approved to enroll in, the requested school. This priority does not apply to a student who attends a school as the result of a disciplinary transfer by the school district.

Third: A student whose enrolment in the requested school is supported by unique circumstances which, in the judgement of the principals of the student's catchment and requested schools, warrant special consideration.

(2) A late transfer applicant who applies after March 1st and has been placed on the School Wait List will not have their application reviewed until September enrolments are confirmed, unless known available space in the school will allow the student to have their enrolment approved in advance of school opening.

4.6 Right of the Board to Refuse a Student Enrolment

The Board may refuse to enroll 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.

4.7 School Program Requirements

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.

4.8 Withdrawing from a District Program

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 that school if space and facilities are available and the transfer is deemed to be in the best interests of the child and the school.

5. District Timelines

The student admission process used by the Sea to Sky School District involves a number of key events and dates, are summarized and will be communicated by the Principal to the parents by January 31st of each school year.

a. January 15th: the first date by which transfer applications will be received by a school from non-catchment or non school district applicants.

b. March 1st: the deadline by which a student must submit a transfer application to attend a non-catchment school or a district program in order to be eligible for enrolment in

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that school or district program.

- c. March 15th: the date by which schools will mail letters to transfer applicants, advising them of the status of their application when submitted by March 1st.
- d. April 7th: the date by which parents who wish to appeal a principal's transfer decision (made on applications submitted by March 1st) must submit a letter of appeal to the Office of the Superintendent of Schools.
- e. May 31st: the date by which parents and stakeholder groups are to be advised by the district of student placement practices for the coming school year, unless otherwise approved by the Board.
- f. June 15th: the last date by which newly arrived catchment students are guaranteed a place in their catchment school for the subsequent September. Catchment students who register after this date will be placed at a nearby school if space and facilities are not available at the catchment school. Notwithstanding section 4 of AP 501.2, Kindergarten students eligible for Ministry of Education all day funding from within School District 48, will be given priority for available all day kindergarten student space.
- g. June 16th: Full day user pay kindergarten students will be advised if their application for full day user pay kindergarten is approved for the following school year.
- h. June 30th: the date by which schools will mail letters to transfer applicants, advising them of the status of their application when submitted between March 1st and June 15th.

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 Wednesday after school opening in September and their parent or legal guardian has not advised the school of the student's late return. The district form, Notice of Late Return, can be used for this purpose.

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Catchment Area Boundaries:

Squamish Area

Brackendale Elementary	K - 7	Brackendale Area North of Dryden Creek
Garibaldi Highlands Elementary	K - 7	Garibaldi Highlands area east of Dryden Creek
Mamquam Elementary	K - 7	North of Mamquam Bridge to Dryden Creek
Squamish Elementary	K - 7	Britannia Beach, Klahanie, Stamish Reserve, downtown Squamish area north to Mamquam Bridge and south to Mamquam Blind Channel Bridge
Stawamus Elementary	K - 7	Hospital Hill area and Valleycliffe area south of Maple Drive
Valleycliffe Elementary	K-7	Valleycliffe area north of Maple Drive
Don Ross Secondary	Gr 8 - 10	Students from Brackendale, Mamquam and Garibaldi Highlands Elementary catchment areas
Howe Sound Secondary	Gr. 8 - 12	All secondary students except those Grade 8 - 10 students from Brackendale, Garibaldi Highlands, and Mamquam Elementary catchment areas

Whistler Area

Myrtle Philip Community School	K-7	On the West side of Highway 99 students from Blueberry and north, and on the east side of Highway 99, student living north of Spruce Grove
Spring Creek Community School	K-7	On the west side of Highway 99: Westside Road, plus students living south of Blueberry, and on the east side of Highway 99, from Spruce Grove South
Whistler Secondary-A Community School	Gr 8-12	Former Garibaldi town site north to Soo River

Pemberton Area

Blackwater Creek Elementary	K-3	Pupils living north of White Creek
Signal Hill Elementary School	K-7	K-7 Pemberton & Mount Currie areas Gr 4-7 Pupils living in D'Arcy south to Pemberton
Pemberton Secondary School	Gr 8-12	Pemberton, Mt. Currie, Birken, D'Arcy

French Immersion

Squamish	Gr 5-7	Mamquam Elementary
	Gr 8-10	Don Ross Secondary
	Gr 11-12	Howe Sound Secondary

**APPLICATION FOR TRANSFER PERMIT
(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.

In order that requests for transfer, to be effective in September and be given full consideration, applications will only be accepted between January 15 and March 1.

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.

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Pupil _____ Date of Birth: _____

Street Address: _____ Telephone _____

Mailing 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? _____

If yes, list school by priority 1. _____

2 _____

3 _____

Reason for Request to Transfer: _____

Parent's signature _____ Date: _____

I fully understand that final approval for this request may not be granted until the 15th of June, 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.

**APPLICATION FOR TRANSFER PERMIT
(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 filed each year.

In order that requests for transfer, to be effective in September and be given full consideration, applications will only be accepted between January 15 and March 1. .

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.

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Pupil _____ Date of Birth: _____

Street Address: _____ Telephone Number: _____

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? _____

If yes, list school by priority 1. _____

2 _____

3 _____

Reason for Request to Transfer: _____

Parent's signature _____ Date: _____

I fully understand that final approval for this request may not be granted until the 15th of June, and that this approval is for the current year only, 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.

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**NEW STUDENT REGISTRATION
OVER THE SUMMER**

For School Use Only:

Copy of Birth Certificate: Yes No

Verified by: _____

Placement: Grade: _____ Teacher: _____

- 1) Date: _____
- 2) Time: _____
- 3) School which serves your neighbourhood: _____
- 4) School which attendance is desired: _____

Student's Legal Full Name: _____
(as written on birth certificate)

Name Usually Used: Same as above or _____

Gender: F M Birthdate: _____ Citizenship: _____
(yyyy/mm/dd)

Street Address: _____

Postal Box Number: _____ City: _____

Postal Code: _____ Phone #:s _____

Student lives with: Both Parents Other (describe) _____

Last School Attended: _____ Grade: _____

Parent or Guardian # 1 Name: _____

Relationship: (mother, father etc.) _____

Street Address: same as above _____

Postal Box Number: _____ City: _____

Postal Code: _____ Phone #: Home _____ Work _____

E-Mail Address: _____ Cell #: _____

Parent or Guardian # 2 Name: _____

Relationship: (mother, father etc.) _____

Street Address: same as above _____

Postal Box Number: _____ City: _____

Postal Code: _____ Phone #: Home _____ Work _____

E-Mail Address: _____ Cell #: _____

Primary Language Spoken in the Home:

English French Other:

Student is of Native Ancestry: No Yes

If yes, Status Non-Status Metis

Band: _____

Is there a Court Order in Effect? Yes No

If yes, is there a Copy on File at School: Yes No

Emergency Information – please provide daytime phone numbers

1. Alternate/Emergency Contact Person Who Speaks English:

Name: _____ Phone Number: _____
Relationship to Student? Relative Neighbour Family Friend

2. Alternate/Emergency Contact Person Who Speaks English:

Name: _____ Phone Number: _____
Relationship to Student? Relative Neighbour Family Friend

Family Doctor: _____ Phone Number: _____

Family Dentist: _____ Phone Number: _____

Student's Personal Health Number: _____

Medical Alert: Does your child have any medical concerns or disabilities that we should be aware of and if so is there anything we should know with regard to medication, etc.

Medication Name: _____

Parent/Guardian Signature: _____