

## REGISTRATION PROCEDURES

### 1. IF YOU WOULD LIKE TO REGISTER YOUR CHILD FOR THE NEXT SCHOOL YEAR, i.e. SEPTEMBER START:

- ❖ Registration takes place in February.
- ❖ In Burnaby, registration is NOT on a “first come first served” basis. All children in the attendance area are accepted, provided space is available. If we don’t have space, the child will be placed in a neighbouring school until space becomes available.
- ❖ If there are still spaces available after attendance area students have been accepted, then we go to a category system for cross-district and out-of district applicants.
- ❖ We accept applicants from each category down the list, until we reach a category that has more applicants than spaces available. At this time, it will go to lottery.
- ❖ Schools take instruction from the Burnaby School District as to how many students may be accepted in a lottery situation.
- ❖ You can expect to receive a phone call from us, either way, by the end of March or beginning of April.
- ❖ Attendance Area applicants must fill out a “Student Information Form”.
- ❖ Cross-District applicants must fill out a “Student Information Form” as well as a “Cross District Transfer Application form”, which is to be signed by the administrator at their attendance area school and then brought to us.
- ❖ Out-of-District applicants must fill out a “Student Information Form” as well as an “Out of District Transfer Application Form”.

**PLEASE MAKE SURE TO ENROLL YOUR CHILD AT YOUR ATTENDANCE AREA SCHOOL,  
IN CASE WE ARE UNABLE TO ACCEPT HIM/HER HERE.**

### CATEGORIES

Students whose parents’ primary residence is located within the school’s attendance area can register at any time if there is physical space in the school. All other students apply in February and on-time applications are processed by category order:

1. Siblings: Siblings of continuing students in our school whose residence falls outside the school’s attendance area (both within Burnaby and out of Burnaby)\*\*  
(\*\*Note: sibling applications that are received after the February deadline will be placed after all on-time sibling applications).
2. Children who attend SFU Daycare – “cross district” or “out of district”.
3. Children who live in Burnaby, but out of catchment – “cross district”.
4. Children who live outside Burnaby – “out of district”.

**Important:** All late applications (after February) will be placed on the waitlist in the order they were received.

### 2. IF YOU WOULD LIKE TO REGISTER YOUR CHILD FOR THE CURRENT SCHOOL YEAR

- ❖ You must be living in the attendance area, with proper proof of residence (two pieces), together with all other necessary registration documents (listed below).

#### GENERAL REGISTRATION REQUIREMENTS

- ❖ **Students are registered under their parents’ status.**
- ❖ At least one parent needs to be a Canadian Citizen, Landed Immigrant or Permanent Resident in order to apply at the school.
- ❖ Parents must be living here full-time.
- ❖ Students who are living with parents with a visitor status, or living with a family member other than their mother/father must apply at the School Board.
- ❖ Parents here on a work/study permit, or as refugees, must go to the School Board for an acceptance letter. Once that is received, then you may apply at the school.

#### DOCUMENTS REQUIRED

**NOTE: Visitors to Canada must contact the international office at 604-296-6903.**

	Parent is: Canadian Citizen / Permanent Resident / Landed Immigrant	Parent has: Work Permit / Study Permit / Visitor	Parent Lives in Canada Full-Time	Parent Does Not Live in Canada Full- Time	Student Lives With a Family Member Other Than Parents	Apply At:	Documents Required
1	√		√			<b>School</b>	<b>Proof of Parent’s Status</b>  <b>Proof Of Residence (x2)</b> 1. City Utility Bill/Tax Assessment/ Rental Agreement 2. Driver’s license/Cable Bill/Bank Statement/Hydro Bill
2	√			√		<b>School Board (604-296-6900 – Kathy Caddy)</b>	
3		√	√ or	→ √		<b>School Board (604-296-6900 – Kathy Caddy)</b>	
4					√	<b>School Board (604-296-6900 – Kathy Caddy)</b>	<b>Student’s Birth Certificate/ Canadian Passport / PR Card / Landed Immigrant Papers</b>  <b>Immunization Record</b>  <b>SFU Daycare Letter (if applicable)</b>  <b>Medical Information Form(s) (if applicable)</b>

If English is not the student’s first language, or not the primary language spoken at home, then an appointment will be made at the Welcome Centre in Burnaby to test your child’s English level. Primary students (Kindergarten-grade 3) are tested for a half hour, and intermediate students (grade 4-7) are tested for one hour. **For more complete information or to download forms, please go to <http://www.sd41.bc.ca/registration/>**