



REGISTRATION AND WAIT LIST PROCEDURE FOR STUDENTS OF ORDINARILY BC RESIDENT PARENTS OR GUARDIANS

Context

The registration process has two advertised registration periods: the initial registration period prior to spring break and a final registration period prior to the start of the school year. All registrations in Central Okanagan Public Schools are submitted through an online process. The purpose of this procedure is to establish a fair and consistent practice in all schools.

Procedures

1. At the beginning of the advertised registration period, online registration opens to all parents and guardians at the advertised time and date. If a family does not have access to a computer, one can be provided to use in applying online at any Central Okanagan Public School during regular school office hours.
2. The registration system will automatically mark each application with the date and time of application and place it on the wait list. Eligibility for registration will be confirmed based on the enrolment priorities of the School Act 74.1 (4) and Board Policies and Regulations for Student Placement (405 and 405R). If a class or school reaches maximum capacity, time and date will be critical in confirming registration.
3. After registering online, it is the responsibility of the parent or legal guardian to present the birth certificate of each child to be registered plus proof of the parent(s)/guardian(s)' residency within the school attendance area. These documents must be provided electronically or in person at the school office. The school must have all the required documents by the closing of the advertised registration period for a child to be considered for priority placement. Failure to provide the documentation will result in non-registration until the documentation is complete.
4. The Principal of the home catchment area school will place students on a chronological wait list and will notify the parent(s)/student when space becomes available.
5. Principals have authority to determine class placement [School Regulations, Sec 5. 7(b)].

6. Depending on enrollment, it may be possible to place some students during the current school year but not possible to guarantee placement for the following school year. In this case, the Principal will use a standard District letter template on school letterhead to provide parents/guardians with official confirmation of this situation.
7. Please refer to the Administrative Procedure entitled *Registration and Wait List Procedure Letters*. for guidance on communicating with parents about the wait list and templates for letters to parents and guardians.
8. An information sheet for parents and guardians titled *Procedures for Wait List Placement and Recall* is attached to this document. Principals may use this sheet to answer parent questions, make a supply of printed copies available in the school office, or post the current version on the school website to keep parents informed.

Relevant Board Policy: 405: Student Placement and 405R: Student Placement Regulations

Developed by: Assistant Superintendents – K - 12

Date Agreed: September 1, 2003

Date Amended: February 2005, August 2005, March 2006, January 2011, November 2011, November 2018

Related Documents: a) BC School Act 74.1 (4) and; b) Administrative Procedure – Registration and Wait List Procedure Letters

Procedures for Wait List Placement and Recall

After the end of the final advertised registration period prior to the start of the new school year, registrations will be accepted according to Board Policy 405R – Student Placement (Regulations). When a school has reached capacity, a wait list will be maintained.

1. A parent or guardian may place a child on a wait list for registration with recall adhering to the following priority:
 - catchment area students who, in the previous school year, attended the school;
 - catchment area students who, in the previous school year, were “placed” by the district in a different school;
 - siblings of catchment area students;
 - new catchment area students;
 - siblings of non-catchment area students currently enrolled in the school;
 - non-catchment area students who request to attend the school which is other than their catchment area school;
 - non-district area student; and
 - international students.
2. **Following the final advertised registration period and once it has been determined that the students within the catchment area have been accommodated according to the school’s capacity,** the Principal of a school that has not reached capacity will recall students from the wait list (including students from the previous year’s *Wait List and Non-catchment*) based on the **“Registration Priorities”** with date and time of return of registration form being utilized to break a “tie”. The parent or guardian may then:
 - register their child at the school as soon as the invitation is received;
 - refuse the registration, have their child remain at his or her current school and ask to have the student’s name taken off the wait list;
 - refuse the registration for the current school year but ask to have their child remain on the wait list and be considered for a September registration if space becomes available; or
3. A student will be removed from the wait list when
 - A parent or guardian asks to have the name removed; or
 - A parent or guardian declines an opportunity to register his/her child for September.
4. A parent or guardian may ask to have their child’s name put back on the wait list at any time. If so, the child’s name will be added after the last name on the wait list with a new date and time.
5. District transportation or transportation arrangements may be provided to those students who live within the catchment of their neighbourhood school and are reassigned to schools that are outside the walk limit from their homes.