



**Central Okanagan  
Public Schools**  
Together We Learn

## **ONLINE APPLICATION for STUDENT ENROLLMENT begins on Tuesday, August 29, 2023 at 9:00 am for the 2023 - 2024 School Year**

(for kindergarten, new students, and Schools of Choice for K – 12)

**Schools will be open at 9:00 am to provide support to parents that require assistance.**

**Documentation Submission Deadline: Thursday, August 31, 2023**

**If you are new to Canada, please contact the Welcome Centre for enrollment information at (250)470-3258.**

### **HOW TO APPLY**

**PLEASE NOTE: *The application process is online only. You are required to have a valid email account.***

**In your web browser type: <https://enrollment.sd23.bc.ca>**

**No internet access?** Please contact your school for assistance.

**Online applications begin Tuesday, August 29, 2023 at 9:00 am.** Applications will be assigned a date-time stamp on a first-come, first-served basis, which will factor into a student's placement priority.

Complete the online application as early as possible, and provide the required documents listed below directly to the school in person or by email by **Thursday, August 31, 2023**.

1. Student's **Birth Certificate** or other government issued proof of age and citizenship.
2. **Proof of Parent/Guardian B.C. Residency**
  - a. Combination BC Driver's License and Services Card (copy of both sides); or,
  - b. BC Services Card (copy of both sides) **and** one item from the list of supporting documentation below; or,
  - c. Proof of application for BC Medical Services Plan and one item from the list of supporting documentation below.
3. **Proof of Parent/Guardian Living Address/Supporting Documentation**
  - Ownership of a dwelling or long-term lease or rental of a dwelling;
  - Documentation indicating British Columbia residence (i.e. utility bill);
  - British Columbia registration of an automobile;
  - British Columbia Driver's License (copy of both sides); or,
  - A current income tax return filed as a British Columbia resident.

### **AFTER Thursday, August 31, 2023**

**New in-catchment area enrollments:** Parents will be notified by a confirmation email when the school has accepted the student's application for enrollment. Board Policy 405R – Student Placement (Regulations), will be used to determine student placement and priority.

**New out-of-catchment area enrollments:** Parents may not be notified until after the summer enrollment period is over and all in-catchment area students have been placed.

**Qualifying age:** The School Act requires that a child must be five years of age by December 31, 2023 to qualify for school enrollment in September 2023. No exceptions.

**For further information, please visit the School District website [www.sd23.bc.ca](http://www.sd23.bc.ca) or call (250) 860-8888.**