

STUDENT REGISTRATION

Background

The District will make an educational program available to students of school age who are resident in British Columbia and who enroll in District schools or programs. In accordance with Section 82 of the School Act and Ministry of Education policy, a student is eligible for a provincially funded education if the student and the parents or guardians of the student are ordinarily resident in British Columbia.

Students who are older than school age and, who are ordinarily resident in British Columbia, may enroll in an educational program leading to graduation.

As a District we will make every effort to accommodate school aged students in their catchment area school as defined in the School Act, Sections 74.1 and 75.1 and in school district policy and procedures. However, there may be times when a class or classes within the catchment area school already have enrolled the maximum number of students as determined by the Board of Education in accordance with Section 74.1 of the School Act.

Procedures

1. As of July 1, 2010, the principal will ensure that citizenship status and ordinarily resident documentation for all students newly registered to the District is verified and recorded in the school district student information systems (MyEdBC Info Pro, etc.). Parents/Guardian will need to confirm that the information provided around all documentation is correct.
2. Prior to July 1, 2010, the principal will ensure that the original citizenship status and ordinarily resident documentation required of all school aged students and their parents or guardians, and older than school aged students, is verified prior to the registration of a student who is new to the school district.
3. Parents who register school aged students new to the District after the school organization has been finalized in September and thereafter throughout the school year will be placed in their catchment area school, space permitting.
4. On an ongoing basis, the Principal or designate will update student registration information with respect to ordinarily resident documentation. This includes residence for the purpose of proper placement in catchment schools.
5. Incorrect information with regards to residency may result in the removal of a student from the school in which they are enrolled.
6. Once school organizations have been finalized in September and a class is at capacity, a space will be secured for the new student(s) at the closest neighbouring school.
7. The Principal of the school aged student's catchment area school will facilitate all placements for students.
8. Should the appropriate class be at capacity in all neighbouring schools, the Principal shall contact the zone superintendent to determine alternate available space in the area.
9. The Principal will clarify with parents that their child/children will be included in the catchment area school organization for the next school year.
10. The Principal will ensure that all parents who were required to register their child/children in a non-catchment area school are contacted in March or June to verify their return to their catchment area school.
11. In the case of students who are cross-enrolled, the principal of the school of record will verify documentation for students who are new to the school district, record the documentation in the student information system and resolve placement issues.

Reference: Section 74.1, 75, 75.1, 82, School Act

See forms related to AP 300 on the website at: <http://www.sd43.bc.ca/Board/Policies>

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