



**Central Okanagan
Public Schools**
Together We Learn

ONLINE APPLICATION for STUDENT ENROLLMENT

2018 - 2019 School Year (for kindergarten, new students, and Schools of Choice for K – 12)

Online applications begin on Monday, February 5, 2018 at 7:00 am,

Schools will be open at 7:00 am to support parents that require assistance

Documentation Submission Deadline: Friday, March 16, 2018

HOW TO APPLY

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

No internet access? Go directly to a school on February 5th or later to complete the online application. Assistance will be provided.

PLEASE NOTE: *The application process is online only, no paper enrollment is available. You are required to have a valid email account.*

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 either in person or by email by **Friday, March 16, 2018**.

1. **Birth certificate** or other government issued proof of age and citizenship
2. **Proof of B.C. Residency**
 - a. BC driver's license of parent/legal guardian AND
 - b. BC CARE card of parent/legal guardian OR
 - c. Other supporting documentation - <http://www.sd23.bc.ca/DistrictInfo/schoolenrollment/>
3. **Proof of Student's Living Address**
 - a. Property ownership, lease or rental agreement OR recent utility bill

AFTER August 30, 2018

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, 2018 to qualify for school enrollment in September 2018. No exceptions.

For further information, please visit the School District website www.sd23.bc.ca or call (250) 860-8888.