



School District 59 (Peace River South)

11600-7th Street,

Dawson Creek, B.C. V1G 4R8

Phone: (250) 782-8571 Fax: (250) 782-3204

Student Placement Guidelines **Catchment Areas**

Registration Guidelines/Enrolment Priorities:

The enrolment priorities are to be used in the registration of new (or returning) students to our elementary schools in Dawson Creek. Principals are discouraged from admitting a student to an educational program when the student is applying from outside their identified catchment area. If a parent wishes their child to attend a school outside their catchment area, they will be required to fill out a "Request to Transfer Catchment Areas" form. Students may not be able to transfer out of their catchment if the receiving school is full, or there are students ahead of them in priority. Enrolment priorities will be used to fill classes in schools in the following order:

- (1) A catchment area child who, in the previous school year, attended the school at which the educational program is made available;*
- (2) A catchment area child who is returning to or new to the school;*
- (3) A non-catchment child who is new to the school and has a sibling currently enrolled in the school, and the sibling has been in attendance during the previous school year*
Principals agreement and request to Transfer Catchment Areas approved.
- (4) A non-catchment area child* *Principals agreement and Request to Transfer Catchment Areas approved.*
- (5) A non-school district child* *Principals agreement and Request to Transfer Catchment Areas approved.*

Registration Requirements:

Registrations for the following school year will begin on March 31 each year. Registrations shall be made in person at the neighborhood school providing the following documentation:

- (1) The student's official birth certificate;
- (2) The student's last report card from their previous school (for program placement);
- (3) Proof of residency and living address.

The time and date will be recorded on the registration by the school staff.

Parent/Guardian Responsibility:

It is the responsibility of the parent/guardian to register their child(ren) in person providing the required documents. Registration at schools may occur between March 31, and the last day of classes in June, and after August 26th.

Parents will notify the principal by July 1st if they will be late in their return to classes for the following September. That notification may prevent the loss of a student's seat at the school because new students are admitted to replace non-returning students.

REQUEST TO ENROLL A CHILD OUTSIDE THEIR LEGAL CATCHMENT AREA

(In making this request, parents are aware that their child will be placed on a waiting list, and/or may not have their request allowed. Openings in classes will be filled after the third day of classes in September.)

Student's Full Name: _____

Student/Family Address: _____

Grade: _____ DOB: _____

School you wish to attend: _____

Current student/home address: _____

Does this student have a sibling at the above school? Yes No

Sibling's Name: _____

Permission/Signature of the Principal: _____

Catchment Area School: _____

Reason(s) for this request: _____

I have completed my conversation regarding my reasons with the principal? (required for consideration of this request) Yes No

Permission/Signature of the Principal: _____