



**Central Okanagan  
Public Schools**  
Together We Learn

## **ONLINE APPLICATION for STUDENT ENROLLMENT**

**2019 - 2020 School Year** (for kindergarten, new students, and Schools of Choice for K – 12)

**Online applications begin on Monday, February 4, 2019 at 7:00 am,**

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

**Documentation Submission Deadline: Friday, March 15, 2019**

### **HOW TO APPLY**

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

**No internet access?** Go directly to a school on February 4<sup>th</sup> 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 15, 2019**.

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 29, 2019**

**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, 2019 to qualify for school enrollment in September 2019. 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.**