

News and Information

January 28, 2014

New On-Line Application for Student Registration

Kelowna, B.C. –

The Central Okanagan School District is one of the first districts in B.C. to move to an on-line process for managing the registrations of students entering Kindergarten, new students to the District, and others wishing to select a new 'school-of-choice'.

According to the Central Okanagan School District's Superintendent, Hugh Gloster, this action has been taken by the Board of Education at the recommendation of staff. According to Gloster, "each year we were seeing multiple situations where parents were 'camping' overnight in an attempt to guarantee they could secure a space for their child in one of the District's oversubscribed schools". Staff received feedback from the community that a more 'civilized' approach was needed to manage this process, and most of the recommendations suggested an on-line system.

In response, District personnel have developed an on-line application for registration that will appear very similar to other on-line processes used for securing tickets to activities such as concerts and sporting events. This **new** on-line application 'goes live' on Monday, February 3, 2014, starting at 8:00 a.m. and will remain open until 4:00 p.m. on Friday, March 7, 2014.

For the benefit of parents, the following outlines the process for applying on-line. (Please note that parents of existing students in the School District are not required to complete the on-line application process. This is exclusively for new students or for those wishing to move to schools outside their normal catchment area.)

HOW TO APPLY

In your web browser, type: <https://enrollment.sd23.bc.ca> or, go the School District website at:
<http://www.sd23.bc.ca>

No internet access? Go directly to a school on February 3 or later to complete the on-line application there. Assistance will be provided.

**The application process is on-line only, no paper registration is available.
(A valid email account is required.)**

Applications are received on a first-come, first-served basis starting on **February 3, 2014**. To maintain priority order, parents are asked to complete the on-line application as early as possible, and provide the required documents below directly to the school either in person or by email, **by 4:00 p.m. on March 7, 2014**.

1. **Birth certificate** (or other government issued proof of age and citizenship)
2. **Proof of parental B.C. residency** (copy of one parent/guardian **BC driver's license** and **BC CARE card**, consult with the school for alternative acceptable documentation)
3. **Proof of address**

(The required documents for new kindergarten students applying to Mar Jok Elementary can be delivered to Constable Neil Bruce Middle School.)

After March 7, 2014:

New in-catchment area enrollments: Parents will be notified by a confirmation email when the school has accepted the student's application for registration. Board Policy 405R – Student Placement - Enrollment Priorities will be used to determine student placement.

New out-of-catchment area enrollments: Parents may not be notified until after the August 28th summer registration period is over and all in-catchment area students have been placed.

Qualifying age:

The School Act states that to qualify for school enrollment in September 2014, a child must be five years of age by December 31, 2014. No exceptions.

For comments, please contact:

Hugh Gloster, Superintendent of Schools, 250-470-3256

Murli Pendharkar, Vice-Chairperson of the Board of Education, 250-765-2842