



## **2017/2018 REGISTRATION - FAQs**

### **Why is the district moving to online registration for students?**

The online system is designed to work like in-person registration. The main advantages are:

- Parents/guardians can register their children in the comfort of their own home, eliminating the need to apply at their catchment school or at multiple schools.
- The system is available 24/7 from anywhere and on any web browser.
- Consistent tracking of the date and time for registration across the entire school district.

### **What do parents/guardians need in order to register online?**

Required Documents:

- A valid email address for parent/guardian (a gmail email address can be created)
- Photo or scan showing proof of your child's age and citizenship (ie. Birth certificate, passport, certificate of citizenship, Care card, Driver's license, BC ID, Immigration Canada documents, Permanent resident card, Certificate of Indian status, Vital statistics documents)
- Photo or scan showing proof of BC residency (ie. Driver's license, mortgage or bank statement, utility bill, municipal tax bill, notary authorized letter, rental agreement, credit card Invoice)

We reserve the right to request additional documents.

### **What Are Important Dates?**

Important registration dates are as follows:

<b>Wednesday, January 11, 2017</b>	Registration opens for Kindergarten and Grades 1-12
<b>Tuesday, January 31, 2017</b>	Deadline for Early French Immersion, Late French Immersion, and Eco-School
<b>Friday, March 31, 2017</b>	Out-of-Catchment and Academy deadline

### **Where do I go to register my child?**

To register your child in Nanaimo Ladysmith Public Schools, go to: <http://www.sd68.bc.ca/>

Or by clicking here: <http://bit.ly/eregk12>

### **Can I register my child in person at the local elementary school?**

You will no longer be able to register in person at your local elementary school. Registrations for all programs, including Early French Immersion, Late French Immersion, Departure Bay Eco-School and Academies will be online.

## **What if I don't have computer access at home?**

If you do not have access to a computer at home, you have the following options:

- Visit your child's catchment area school
- You may use a smart phone or tablet
- You may access a computer at a Vancouver Island Public library:
  - Nanaimo Harbourfront – 90 Commercial Street, Nanaimo
  - Nanaimo Wellington – 3032 Barons Road, Nanaimo
  - Nanaimo North – 6250 Hammond Bay Road, Nanaimo
  - Ladysmith - #3, 740 First Avenue, Ladysmith
- You may use a computer at the District Administration Centre, located at 395 Wakesiah Avenue in Nanaimo. (Contact E-registration at 250-741-5264 to arrange)

## **When will families find out if a student gets a space in their requested school?**

In-catchment applicants who have registered **before** June 15<sup>th</sup> will be accepted into their catchment school.

If space and facilities allow, applicants will be offered registration in the following order:

1. To obtain an assured space in your catchment-area school, you must register by June 15.
2. Applications for new out-of-catchment area students must be received by March 31. Opportunities for placements are limited. Priority will be given to those who have a sibling already registered at the requested school. All other requests will be honoured in the order they are received.
3. Applications for new out-of-district students must be received by March 31.

Out-of-catchment applicants will be advised of the decision, usually no later than June 30. Applications for out-of-catchment and out-of-district attendance will be valid until September 30 of the school year in which you are applying. After that date, the district will accept applications for mid-year transfers. Parents/guardians have the responsibility to provide transportation for students to and from the requested school if the transfer is approved. Parents and students should be aware that when a secondary student transfers to a different school, he or she may be ineligible to play inter-school sports. B.C. School Sports determines eligibility of students to participate in interschool athletics. For more information visit: <http://bit.ly/bcsportrules>

## **Will our registration forms be numbered or time-stamped?**

Once registration forms have been completed and submitted to the district they will be date and time stamped.

## **When using the on-line system, how do we register for French Immersion?**

The online registration gives you to the option to select a French Immersion school which will indicate you would like to apply for the French Immersion Program.

## **How do families request school changes if they don't want to attend their neighborhood school? (out-of-catchment school)**

The online registration requires you to indicate your catchment-area school, but will give you the option to indicate if you would prefer to attend a different school. You can then indicate your first and second choice.

## **What happens if a student requests French Immersion or Departure Bay Eco-School and doesn't get a space?**

Spaces in French Immersion and Departure Bay Eco-School are limited. Students who do not gain admission to one of these programs will be placed on a wait list. While on the wait list, a student's registration will automatically be transferred back to their catchment-area school.

## **Can I submit the registration form with some blank fields?**

Certain fields on the registration form are required. The form will flag any required fields you may have missed, and will instruct you to fill these in so that you can submit the registration.

## **Can I save my form if I need to pause halfway through?**

You cannot save a partially completed form. Once you begin the registration process, you must complete the form in one session and submit, or restart the process at a later time.

**For more information please email [ereg@sd68.bc.ca](mailto:ereg@sd68.bc.ca) or visit the district [website](#).**