

Registration Guide

Welcome to the Greater Victoria School District

Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.

Located in the Capital Region of British Columbia with schools in the communities of **Esquimalt, Oak Bay, Victoria, View Royal** and **Saanich**, we are proud to provide quality education for 20,000 students in 27 elementary schools (kindergarten to grade 5), 10 middle schools (grades 6-8), and 7 secondary schools (grades 9-12). Over 1,000 International Students attend schools in our District, and each year, over 650 adult learners register in the Continuing Education Program.

What Documents Are Required To Register For School?

To register a student in any school, a parent or legal guardian must provide school-age eligibility, proof of citizenship and proof of home address.



School Age Eligibility and Citizenship

A child must reach five years of age by December 31st of the school year to be eligible for enrolment. Documentation can include:

- ✓ Child's original Birth Certificate
- ✓ Canadian Passport
- ✓ Landed Immigrant authorization
- ✓ Indigenous and Northern Affairs Status Card

Parents who are not Canadian Citizens, Landed Immigrants, or do not have a birth certificate for their child must contact the International Student Program by calling 250.592.6871, prior to registration.

Proof of Residential Address

Every home address in the Greater Victoria School District is connected to a catchment school. Students must register at their catchment school. To determine which schools are associated with a home address, visit the **School Locator Tool** at www.sd61.bc.ca. Type in the address and it will indicate which school the student should attend based on their residential address.

For Home Owners

Two current copies of the following documents are required:

- ✓ Purchase agreement of home
- ✓ Property tax statement
- ✓ Home owner's insurance
- ✓ Notice of Assessment
- ✓ A purchase agreement (with subject removal and a deposit receipt if a recent purchase)

If a homeowner is only able to produce one of the above, they must also produce two of the following:

- ✓ Canadian bank or credit card statement
- ✓ BC vehicle registration
- ✓ Income tax statement
- ✓ Insurance documents

For Renters

To provide proof of home address the following is required:

- ✔ **A rental agreement signed by landlord with landlords contact phone number**

In addition, two of the following are required:

- ✔ **Canadian bank or credit card statement**
- ✔ **BC vehicle registration**
- ✔ **Income tax statement**
- ✔ **Renters Insurance documents**

Kindergarten

Full-day Kindergarten programs are offered in every elementary school. Kindergarten establishes a strong foundation for lifelong learning, as teachers provide dynamic, play-based opportunities to help each child grow and learn. Child-centered programs develop a sense of well-being and belonging and offer opportunities for exploring, creative play, developing language and literacy, and focusing on social responsibility and diversity.

Kindergarten Student Transfer Process

Parents who wish to have their kindergarten child attend a school other than their catchment school can submit a transfer application at their catchment school during Kindergarten Registration Week.

At the end of Kindergarten Registration Week, the enrolment numbers of in-catchment students at each school are reviewed. Once all catchment students have been accommodated, transfer applications will be considered based on the Student Enrolment Priorities. If a student is not approved for this transfer request they can apply again for a different school during the K-12 Transfer Process.

Programs Of Choice

There are a variety of secondary programs of choice and career programs offered to meet the diverse needs and interests of students. Registration is based on specific criteria through a separate application process. A transfer application is not required. Please refer to secondary school websites for more information.

There is also an Aboriginal Kindergarten program at Craigflower Elementary School designed to integrate Aboriginal values into the Provincial curriculum. Contact the respective school for more information.

Which School Do We Register At?

Each home address is associated with an elementary, middle and secondary school. To determine which schools are associated with your home address, visit www.sd61.bc.ca and click on **Schools** and then **School Locator Tool**. Type in the address and it will indicate which school the student should attend based on their residential address for both English and French Immersion.



Can We Choose To Attend A Different School Than Our Catchment School?



Students wishing to attend at a school outside of their English or French catchment school must apply to transfer. Transfer requests can be made at your catchment school when registering for Kindergarten, or at your current school at any grade level during the annual Student Transfer Process. Transfer applications are reviewed based on the Student Enrolment Priorities and the availability of space at the desired school. When there are fewer spaces than the number of applicants a lottery will take place in accordance with the Student Enrolment Priorities.

School Catchment Pathways

Each school belongs to a Family of Schools. The school groupings consist of school pathways where in-catchment students follow a determined school pathway through their transitions from elementary to middle and middle to secondary. Non-catchment students no longer automatically follow the school pathway and transition to the catchment pathway school. If a student attends a non-catchment school in elementary or middle school, they must apply to transfer to their non-catchment middle or secondary school during the K-12 Student Transfer Process.

How Is It Decided Which Student Gets In When Schools Are Full?



When there are more students than a school can accommodate, enrolment will be approved based on the following priorities:

- 1) re-enrolling students
- 2) a catchment area sibling
- 3) a catchment area child
- 3.5) A non-catchment sibling impacted by a change to a catchment boundary*
- 4) a non-catchment sibling
- 5) a non-catchment child
- 6) a non-school district child

**new catchment boundaries in effect for 2020-21 school year*

Student enrolment priorities apply to all new registrations, transfer requests, elementary to middle and middle to secondary transitions, for English and French programs.

In the event space is limited and a middle or secondary school cannot accept all non-catchment student requests, priority will be given to those non-catchment students already in the determined pathway of schools over other non-catchment, non-pathway students.

International Student Program

The International Student Program offers students from outside of Canada the opportunity to study at a local school, to graduate with a Grade 12 diploma, or to study at summer school.

Victoria International Secondary School Programs
3461 Henderson Road, Victoria BC, V8P 5A8
250.592.6871 (International country code for Canada is 1)
isp@studyinvictoria.com
www.studyinvictoria.com

Continuing Education

Looking to improve skills, upgrade courses, graduate or complete pre-requisite courses for post-secondary schools? SJ Willis Education Centre offers day and evening classes delivered through active, teacher-led instruction and self-paced options. Some courses are available tuition free for adults who have already graduated.

SJ Willis Education Centre
923 Topaz Avenue, Victoria BC, V8T 2M2
250.360.4300
ce@sd61.bc.ca
www.ce.sd61.bc.ca



Important 2020 Dates

Date (2020)	Items To Remember
January 6-10	Early French Immersion Registration Week (Kindergarten and Grade One)
January 20-24	Kindergarten Registration and Kindergarten Transfer Week
January 20	Deadline to submit Secondary Programs of Choice and Career Program applications
January 27-31	Grade 6 – Late French Immersion Registration Week
February 7	Last day for Secondary Schools to inform students re: acceptance into Programs of Choice and Career Programs
February 10-18	Kindergarten to grade 12 transfer process Registration open for new grade one – grade 12 students for 2020-2021 school year
February 18	Deadline to submit Transfer Requests. No later than 3:30 p.m.
(on or before) March 13	Notification of all transfer decisions will be communicated to Families
May 14	District Orientation/Student Transition Day

Contact Us

For more information and a list of all of our schools, visit: www.sd61.bc.ca
Your catchment school will be able to answer any specific questions you may have.

Greater Victoria School District No. 61

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250.475.3212
community@sd61.bc.ca

-  twitter.com/sd61schools
-  facebook.com/SD61schools
-  ca.linkedin.com/company/school-district-61
-  youtube.com/user/sd61schools

Disclaimer : *This guide is to serve as a resource for registering a student in the Greater Victoria School District. Please refer to Board of Education approved regulations and policies on all matters.*