

2024–2025 *Registration Guide*

Welcome to the Greater Victoria School District

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

The Greater Victoria School District is located in the Capital Region of British Columbia. It is comprised of 48 schools that serve the communities of Esquimalt, Oak Bay, Victoria, View Royal, portions of Saanich and the Highlands. In addition, it serves Four Houses: Esquimalt Nations, Songhees Nations, the Urban Indigenous Peoples' House Advisory (UPHIA) and the Métis Nations of Greater Victoria. The District is proud to provide quality education for more than 20,000 students in 28 elementary schools (Kindergarten to grade 5), 10 middle schools (grades 6-8), and 7 secondary schools (grades 9-12). More than 1,000 International students from across the globe attend our schools, and each year, more than 650 adult learners register for programming.

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.

The request for the below documentation is for the sole purpose of identifying and confirming school catchments. Please provide only the page that confirms the legal guardian's name and mailing address. Please redact any other personal information.

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 (BC 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 landlord's 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**

What Programs Do We Offer?

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.

Secondary 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.



Early French Immersion (Kindergarten and Grade One)

Any student entering Kindergarten or grade one can enroll in French Immersion at their French catchment school. French Immersion is a District program offered at nine elementary schools. No prior knowledge of French is expected or required and transportation is the responsibility of parents.

Late French Immersion (Grade Six)

Late entry to French Immersion is offered to any student entering grade six at their dual track school. The District program is offered at the following four schools: Arbutus Global, Central, Lansdowne, and Shoreline Middle School. No prior knowledge of French is expected or required. Transportation is the responsibility of the parents.

Which School Do We Register For?

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.



How Do We Register?

The District has transitioned to an online registration process. To register a student visit: www.sd61.bc.ca/registration



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 online 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 | 3.5) <i>A non-catchment sibling impacted by a change to a catchment boundary</i> | 4) a non-catchment sibling |
| 2) a catchment area sibling | | 5) a non-catchment child |
| 3) a catchment area child | | 6) a non-school district child |

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.

Newcomers to Canada

Permanent residence and Ukrainian CUAET visa holders, please contact:

Welcome Centre

250.475.4157

taclarke@sd61.bc.ca

Study or work permit holders, please visit our International Education website to begin the registration process:

www.studyinvictoria.com

Continuing Education

Looking to improve skills, upgrade courses, graduate or complete pre-requisite courses for post-secondary schools? SJ Burnside Continuing 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.

S.J. Burnside Continuing Education Centre

498 Cecelia Road, Victoria BC, V8T 4T5

250.360.4300

ce@sd61.bc.ca

www.ce.sd61.bc.ca



2024–2025 School Year Registration Important Dates

Date	Items to Remember
January 15-19, 2024	Early French Immersion Registration Week (Kindergarten and Grade 1)
January 29-February 2, 2024	Kindergarten Registration and Kindergarten Transfer Week Grade 6–Late French Immersion Registration Week
February 2, 2024	Deadline to submit Secondary Programs of Choice and Career Program applications
February 12-16, 2024	Kindergarten to Grade 12 transfer process Registration open for new Grade 1–Grade 12 students for the 2024–2025 school year
February 16, 2024	Deadline to submit transfer requests (no later than 3:30 p.m.)
February 16, 2024	Last day for Secondary Schools to inform students re: acceptance into Programs of Choice and Career Programs
(on or before) March 15, 2024	Notification of all transfer decisions will be communicated to families
May 16, 2024	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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 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.*