

## **Cross Catchment Process 2011 – 2012**

Parents have the right to choose the school their children attend subject to availability of space. Should you want to choose a school other than your neighbourhood catchment school you must submit a “Cross Catchment Form” as outlined below.

### **Features of the 2011-2012 Cross Catchment Process:**

- There are two separate forms and processes:
  - Kindergarten Cross Catchment (February 7<sup>th</sup> 9:00 a.m. to February 18<sup>th</sup> 4:00 pm)
  - Grades 1-12 Cross Catchment (February 21<sup>st</sup> 9:00 am to March 11<sup>th</sup> 4:00 pm)
- The District is encouraging use of the electronic version of the application form accessed through the District website ([www.sd43.bc.ca](http://www.sd43.bc.ca)) beginning February 7<sup>th</sup> for the Kindergarten process and February 21<sup>st</sup> for Grades 1-12.
- Paper forms will also be available at all schools and on the District Website as of February 7<sup>th</sup> for the Kindergarten process and February 21<sup>st</sup> for Grades 1-12. All completed paper forms must be returned **in person or by mail** to the School district Office at 550 Poirier Street, Coquitlam V3J 6A7 by the closing date. **Faxed or email copies will not be accepted.**
- Process details:
  - Requests will be processed based on the **availability of space in schools** and on a **first come-first served basis**.
  - The system will automatically mark the time we receive the request for the online process.
  - The receptionist will mark the date and time of all paper copies as they are received at the front desk in the School Board Office.
  - The District will then enter the paper requests into the online system and record the appropriate date and time.
  - Principals will be able to access information about requests as they are received.
  - The process will close off promptly at 4:00 pm on February 18<sup>th</sup> for the Kindergarten applications and on March 11<sup>th</sup> for those in Grades 1-12.
  - The District response to cross catchment requests will be communicated in writing by mail as follows:

Kindergarten (by March 11<sup>th</sup>)

Grades 1-12 (by April 6<sup>th</sup>)

### **Important Information about Schools at Capacity:**

A number of schools have reached capacity and it is anticipated they will continue to be in this position for the next few years. Therefore, based on lack of space, we want to clarify that the District will not be in a position to honour requests for cross catchment to the following schools:

**Elementary:** Aspenwood, Bramblewood, Eagle Ridge, Glen, Glenayre, Panorama Heights and Pinetree Way

**Middle:** Moody, Summit

**Secondary:** Dr. Charles Best, Heritage Woods and Pinetree