

School District No. 43 (Coquitlam)

Cross Catchment Process 2013 – 2014

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.

All Kindergarten students **must be registered for Kindergarten at their catchment school** on February 5th, 6th, or 7th **before** completing a Cross Catchment Form. **Kindergarten** students who have a sibling at a school outside their catchment will be accepted at the sibling's school (provided the sibling is still in attendance at the school), therefore parents do not need to fill out a cross-catchment application.

Features of the 2013-2014 Cross Catchment Process:

- There are two separate forms:
 - Kindergarten Cross Catchment
 - Grades 1-12 Cross Catchment
 - **All registrations will begin February 8th @ 9:00 a.m. and close February 20th at 4:30 p.m.**
- The District is encouraging use of the electronic version of the application form accessed through the District website (www.sd43.bc.ca) beginning February 8th at 9:00 a.m.
- Paper forms will also be available at all schools as of February 8th at 9:00 a.m. 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 (in-district priority then out-of-district)**.
 - 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 4:30 pm on February 20th.
 - The District response to cross catchment requests will be communicated in writing and/or email during the week of March 11-15, 2013.

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. Please be aware that the District can only approve cross catchment requests up to the available space in any given school and students within the catchment have priority for placement. This list will be forwarded to you at a later date.