

School District No. 43 (Coquitlam)

Cross Catchment Application Process

2014 – 2015

Parents can apply for a school outside of their neighbourhood catchment school. Should you want to choose a school other than your neighbourhood catchment school you must be registered at your catchment school and then submit a "Cross Catchment Application" as outlined below. Approval of applications is based on availability of space and facilities.

All Kindergarten students must be registered for Kindergarten at their catchment school on February 4th, 5th, or 6th before completing a Cross Catchment Application, except those students with siblings at the requested school (please see below).

Confirmation of Sibling Status: Grade 1-12 students, who have a sibling at a school outside their catchment, will be accepted at the sibling's school (provided the sibling will be in attendance when the student begins at the out of catchment school). Parents need to complete the cross catchment application confirming sibling status.

Kindergarten students who have a sibling at a school outside their catchment will be accepted at the sibling's school (provided the sibling will still be in attendance when the student begins at the out of catchment school) and are requested to register at the sibling's school. Therefore parents do not need to fill out a cross catchment application verifying sibling status.

Features of the 2014-2015 Cross Catchment Process:

- There are two separate applications:
 - Kindergarten Cross Catchment
 - Grades 1-12 Cross Catchment (including a section to confirm sibling status)
 - **Applications will be accepted starting February 7th @ 9:00 a.m. and close February 19th 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 7th at 9:00 a.m.
- The school locator on the district web site provides a student's designated catchment area schools.
Catchment is based on home address.
 - Paper forms will also be available at all schools as of February 7th at 9:00 a.m.
 - All completed paper applications 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.**
 - The application requires student or PEN number (can be obtained from your child's school), child's birth date, home address, name of current or assigned school, and the name of the requested school. Kindergarten requests do not need to provide the student number.
- Process details:
 - Applications 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).**
 - Approval of a cross catchment application is only applicable to the designated school requested by the student and assigned by the district (Changing levels from elementary to middle or middle to secondary school, outside of the student's assigned catchment school requires a further cross catchment application and approval).
 - The system will automatically mark the time the District receives the application 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 applications into the online system and record the appropriate date and time.
 - Principals will be able to access information about applications as they are received.
 - The process will close promptly at 4:30 p.m. on February 19th.
 - The District response to cross catchment applications will be communicated in writing and/or email during the week of March 10-14, 2014.