

School District No. 43 (Coquitlam)

**Cross Catchment Application Process 2016 – 2017**

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 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> **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 2016-2017 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 5<sup>th</sup> @ 9:00 a.m. and close February 17<sup>th</sup> 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](http://www.sd43.bc.ca)) beginning February 5<sup>th</sup> 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 permanent home address.**
  - Paper forms will also be available at all schools as of February 5<sup>th</sup> 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/PEN 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.
  - The process will close promptly at 4:30 p.m. on February 17<sup>th</sup>.
  - The District response to cross catchment applications will be communicated in writing and/or email during the week of March 7<sup>th</sup>-11<sup>th</sup>, 2016.

**Important Information about Schools at Capacity:**

A cross catchment application does not guarantee approval of the cross catchment request as many factors influence the number of cross catchment requests that each individual school can accommodate. For example, 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 applications up to the current and future available space in any given school and students within the catchment have priority for placement.

The following schools are anticipated to be at capacity for 2016-2017 school year:

Aspenwood, Blakeburn, Glen, Glenayre, Heritage Mountain, Irvine, James Park, Leigh, Mary Hill, Nestor, Panorama Heights, Riverview Park, and Walton Elementary Schools.

Eagle Mountain, Hillcrest, Kwayhquitlum, Pitt River and Scott Creek Middle Schools.

Dr. Charles Best and Heritage Woods Secondary Schools.

**While applications are accepted for all schools, please be aware that the District can only approve 'cross catchment applications' if space and facilities are available.**