



# Cross Catchment Application Process

## For the 2017 – 2018 School Year

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 January 31st, February 1st or 2nd before completing a Cross Catchment Application, except those students with siblings at the requested school (please see below).

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 2017-2018 Cross Catchment Process:

- There are two separate applications: (1) Kindergarten Cross Catchment; (2) Grades 1-12 Cross Catchment (including a section to confirm sibling status)
- Applications will be accepted starting February 3 at 9 a.m. and close February 9 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 3 at 9 a.m.
- The [School Locator](#) tool 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 3 at 9 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 emailed 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 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/time of all paper copies as they are received at the front desk at the district office.
  - The district will 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 9.
  - The district response to applications will be communicated in writing and/or email from February 28 – March 2, 2017.

### 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 2017-2018 school year:

- Elementary Schools: Aspenwood, Blakeburn, Glen, Heritage Mountain, Irvine, James Park, Leigh, Mary Hill, Nestor, Panorama Heights, Riverview Park, and Walton.
- Middle Schools: Eagle Mountain, Hillcrest, Kwayhquitlum, Pitt River, and Scott Creek.
- Secondary Schools: Dr. Charles Best, Heritage Woods, and Riverside.

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.

To learn more visit: [www.sd43.bc.ca/programs](http://www.sd43.bc.ca/programs)