



**Central Okanagan
Public Schools**
Together We Learn

ONLINE APPLICATION for STUDENT ENROLLMENT

2023 - 2024 School Year (for kindergarten, new students, and Programs of Choice for K – 12)

Online applications begin on Monday, January 30, 2023 at 7:00 am,

Schools will be open at 7:00 am to provide telephone support to parents that require assistance.

Documentation Submission Deadline: Friday, March 17, 2023

HOW TO APPLY

In your web browser type: <https://enrollment.sd23.bc.ca>

No internet access? Please contact your school and they will assist you with the online application.

PLEASE NOTE: *The application process is online only, no paper enrollment is available. You are required to have a valid email account.*

Applications will be assigned a date-time stamp on a first-come, first-served basis, which will factor into a student's placement priority.

Complete the online application as early as possible, and provide the required documents listed below directly to the school by email by **Friday, March 17, 2023**.

1. Student's **Birth Certificate** or other government issued proof of age and citizenship.
2. **Proof of Parent/Guardian B.C. Residency**
 - a. Combination BC Driver's License and Services Card (copy of both sides); or,
 - b. BC Services Card (copy of both sides) **and** one item from the list of supporting documentation that follows; or,
 - c. Proof of application for BC Medical Services Plan and one item from the list of supporting documentation that follows.
3. **Proof of Parent/Guardian Living Address/Supporting Documentation**
 - Ownership of a dwelling or long-term lease or rental of a dwelling;
 - Documentation indicating British Columbia residence (i.e. utility bill);
 - British Columbia registration of an automobile;
 - British Columbia Driver's License (copy of both sides); or,
 - A current income tax return filed as a British Columbia resident.

AFTER Thursday, August 31, 2023

New in-catchment area enrollments: Parents will be notified by a confirmation email when the school has accepted the student's application for enrollment. Board Policy 405R – Student Placement (Regulations), will be used to determine student placement and priority.

New out-of-catchment area enrollments: Parents may not be notified until after the summer enrollment period is over and all in-catchment area students have been placed.

Qualifying age: The School Act requires that a child must be five years of age by December 31, 2023 to qualify for school enrollment in September 2023. No exceptions.

If you are new to Canada, please contact the Welcome Centre for enrollment information at (250)470-3258.

For further information, please visit the School District website www.sd23.bc.ca or call (250) 860-8888.