

SD62 Registration Guide



Welcome to SD62! Registration is [online](#) throughout the school year.

Sooke School District has approximately 11,000 students and serves the communities of Sooke, Port Renfrew, Metchosin, Highlands, Langford and Colwood. We are the fastest growing school district (per capita) in the province and we anticipate growing by more than 350-400 students per year for the next 15 years.

REQUIRED DOCUMENTS

To register your child into any SD62 school, parents/guardians must present proof of child's age, citizenship and residence. Kindergarten students begin school in the September of the same year they turn five.

Please upload the required documents. Present the original documents to your neighbourhood catchment school or French Immersion School within 7 days of hearing from the school that registration has been confirmed.

We will accept original documents only - no exceptions. Students will not be officially registered until all documentation has been received.

1. Proof of citizenship for ***both*** parent and child

Please provide at least one of the following documents for parent/guardian and one for child:

- Original birth certificate
- Valid Canadian passport
- Status Card
- Valid BC Services Card

Proof of custody may be required in certain cases. Proof shown on child's birth certificate, landed immigrant document or document order pertaining to separation, divorce and custody orders, adoption orders, etc.

Not a Canadian citizen? At times, more documentation is needed if you are a Permanent Resident, a refugee, visiting on a study/work permit or diplomatic visa. Please contact the SD62 International Department at +1 250 474 9818 or email to: sookeschools@sd62.bc.ca

2. Proof of Residence

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Every address in SD62 belongs to a catchment school. To find out which school's catchment you reside in, please use our [School Locator Tool](#) online at www.sd62.bc.ca.

Home Owners	Renters
<p>Please provide two of the following:</p> <ul style="list-style-type: none"> • Home purchase agreement (if recently purchased, must also show subject removal and deposit receipt) • Property tax statement • House insurance • Property Assessment • Utility bill (Gas or Hydro) <p>If only one of the documents above can be produced, the homeowner must also provide two of the following:</p> <ul style="list-style-type: none"> • BC vehicle registration • Canadian bank or credit card statement • Income Tax statement 	<ul style="list-style-type: none"> • Rental agreement signed by landlord with landlord's contact information <p>AND two of the following showing address:</p> <ul style="list-style-type: none"> • Canadian bank or credit card statement • BC vehicle registration • Income Tax statement • Renter's insurance

Transfers & registration at a school other than your catchment school

If you would like your child to attend a school other than your catchment school, you must:

1. Register for your catchment school
2. Complete a [School Change Request](#) form online.

How is it decided who is accepted into a school?

Many schools in SD62 are nearing or have reached their capacities. In the event there are more students than a school can accommodate, enrolment will be approved based on the following School Enrolment Priorities:

1. re-enrolling students
2. a catchment area student who has a sibling currently attending the school
3. a catchment area child
4. a non-catchment student who has a sibling currently attending the school

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5. a non-catchment child
6. a non-school district child

In the event space is limited and a middle or secondary school cannot accept all non-catchment student requests, priority will be given to those non-catchment students already in the determined pathway of schools, over other non-catchment, non-pathway students. The student enrolment priorities apply to new registrations, transfer requests and student transitions between elementary and middle, and middle and high school for both English and French programs.

KINDERGARTEN

All SD62 elementary schools offer full day Kindergarten for our youngest learners. Kindergarten students begin school in the September of the same year they turn five.

Kindergarten registration for the following school year takes place in mid-late January.

Registration takes place **online at registration.sd62.bc.ca**. Please upload required documents and present original documents to your neighbourhood catchment school within 7 days of registering. Students will not be officially registered until all documentation has been received.

French Immersion

French Immersion enables students to become functionally bilingual and achieve levels of learning in all subject areas equivalent to the English program. Students who graduate in French Immersion will receive a 'Double Dogwood' (a bilingual graduation certificate).

French Immersion begins in Kindergarten, Grade 1 or Grade 6 and is offered at the following schools:

- [École John Stubbs Memorial](#) (elementary & middle)
- [École Poirier Elementary](#)
- [École Millstream Elementary](#)
- [Journey Middle School](#) (Late entry into French Immersion not available)
- [Edward Milne Community School](#)
- [Belmont Secondary School](#)

Nature Kindergarten

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Held at both Sangster and Saseenos Elementary Schools, the Nature Kindergarten program in SD62 was one of the first of its kind in Canada when it was piloted in September 2012. Its popularity and success have turned the program into an annual option for parents.

Nature Kindergarten is available at the following schools:

- [Sangster Elementary](#)
- [Saseenos Elementary](#)

Parents must attend a Nature K information session prior to registration (*mandatory*). For dates, visit the [Registration – Nature Kindergarten](#) page online.

As this program fills up within the first day of registration, parents are encouraged to register as close as possible to the opening time of registration.

[What if there are more applicants for French Immersion and Nature Kindergarten than there are spaces available?](#)

When there are more applicants than there are spaces in French Immersion or Nature Kindergarten, a lottery will take place. The lottery will also consider the Student Enrolment Priorities.

ACADEMY STUDENTS

Currently registered in SD62, but would like to register for an Academy?

- Apply online in the [Academy Registration](#)

New to SD62 and would like to register for an Academy program? Students must:

1. [Register as a new student](#) online
AND
2. Complete [Academy Registration](#) online

INTERNATIONAL STUDENTS

Our International program helps foreign students improve their English, prepare for university and experience the richness of Canadian culture.

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As certain situations require more documents, please see the International Department before registering if you:

- have a Permanent Residence Card
- are a refugee
- have a study/work permit or on a diplomatic visa.

Contact our International Department at:

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