

EIPS Kindergarten Registration Procedure

1. EIPS encourages parents/guardians to enroll their child in the school where he/she will be designated for grades 1-6.
2. Parents shall register their child at only one school.
3. School principals shall give priority to Kindergarten children who reside within the school's attendance area.
4. Kindergarten registrations of children residing within the school's attendance boundary will be accepted starting on the first Monday school resumes in January (January 7, 2013).
5. Parents/guardians shall complete a Student Registration form available on the Division website at www.eips.ca/registration.
6. Parents/guardians shall take the completed form and their child's birth certificate to the designated school by March 14, 2013. A copy of the birth certificate will be taken by school personnel, as required by Alberta Education.
7. If parents/guardians wish their children to attend a non-designated school for Kindergarten, they must first register at their designated school. Parents/guardians shall then submit a boundary exemption request form to the non-designated school between the date when boundary exemption request forms are available (February 15, 2013) and the deadline (March 14, 2013).
8. If a sibling of the child is already attending a non-designated school, the child who is entering Kindergarten shall be permitted to register in the same school if both siblings will be attending at the same time.
9. If there is space available in the Kindergarten program for out-of-boundary children, principals shall collect boundary exemption request forms prior to the boundary exemption deadline.
10. At the boundary exemption deadline, school principals will determine the number of spaces available for out-of-boundary children in Kindergarten.
11. After verifying available spaces (may include reserved spaces for new residents to the school's boundary area), if demand does not exceed available space in a school's planned Kindergarten classes principals shall register out-of-boundary Kindergarten children for whom boundary exemption request forms were submitted. Schools will notify parents/guardians of the boundary exemption.
12. If the number of requests exceeds the number of spaces available, the principal shall initiate a random selection procedure of the boundary exemption process to provide an equal chance of registration to all eligible out-of-boundary Kindergarten children in EIPS. The random selection process will be conducted by Central Services and occur on a set date that will be published on the jurisdiction website as part of the boundary exemption process information.
13. Schools participating in the random selection procedure will notify all parents of the outcome according to the published timeline. Children who are not selected shall be directed back to their designated school for Kindergarten.
14. After the random selection procedure is complete, participating schools are considered to be full for Kindergarten and principals shall only accept children who have moved into the designated attendance area.

Timelines:

Kindergarten Registrations Accepted for Designated Schools, French Immersion, German Bilingual, and Logos Christian	January 7, 2013
2013/2014 Boundary Exemption Request Forms Available Online	February 15, 2013
Boundary Exemption Deadline (Last day to submit boundary exemption request forms to requested non-designated schools)	March 14, 2013
Central Services Random Selection Procedure (if required)	March 15, 2013
Principals Contact Families who Submitted a Boundary Exemption Request	March 15-21, 2013
Kindergarten Information Evening	April 11, 2013