

# SD62 Registration Guide



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

Sooke School District has approximately 11,400 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 ALL required documents. Registration will be incomplete until all documents are uploaded. Due to the pandemic, we will not be accepting documents brought in-person.**

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

### 1. School age eligibility and citizenship for both parent and child

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

<ul style="list-style-type: none"> <li>• Original Canadian Birth Certificate</li> <li>• Valid Canadian Passport</li> <li>• Status Card</li> <li>• Canadian Citizenship Card</li> <li>• Confirmation of Permanent Resident AND Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Resident Card (front and back, must have photo)</li> <li>• Refugee Claimant Documentation</li> <li>• Parent Work or Study Permit for one year or more</li> <li>• Temporary Resident Permit</li> </ul>
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**Guardianship:** proof may be required in certain cases. Proof shown on child's birth certificate, passport, landed immigrant document or document order pertaining to separation, divorce and custody orders, adoption orders, etc.

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### 2. Proof of Residence

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](http://www.sd62.bc.ca) online at [www.sd62.bc.ca](http://www.sd62.bc.ca).

Home Owners	Renters
<p>Please provide <b>two</b> of the following:</p> <ul style="list-style-type: none"> <li>• Home purchase agreement (if recently purchased, must also show subject removal and deposit receipt)</li> <li>• Property tax statement</li> <li>• House insurance</li> <li>• Property Assessment</li> <li>• Utility bill (Gas or Hydro)</li> </ul> <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"> <li>• BC vehicle registration</li> <li>• Canadian bank or credit card statement</li> <li>• BC Driver's License (photo, address must match, no change sticker)</li> <li>• BC Services Card (address must match)</li> <li>• Income Tax statement</li> </ul>	<ul style="list-style-type: none"> <li>• Rental agreement signed by landlord with landlord's contact information</li> </ul> <p><b>AND two</b> of the following showing address:</p> <ul style="list-style-type: none"> <li>• BC vehicle registration</li> <li>• Canadian bank or credit card statement</li> <li>• BC Driver's License (photo, address must match, no change sticker)</li> <li>• BC Services Card (address must match)</li> <li>• Income Tax statement</li> <li>• Renter's Insurance</li> </ul>

### 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.

**\*Note:** Current SD62 students only need to submit a school change request if they would like to attend a school other than their catchment school.

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### ENROLLMENT PRIORITIES

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
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](https://registration.sd62.bc.ca). Please upload all required documents. Due to the pandemic, we will not be accepting physical documents at the school.

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).

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French Immersion begins in Kindergarten 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**

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 quickly, parents are encouraged to register as close as possible to the opening time of registration.

### **LOTTERY**

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.

**Twins:** In the case of a lottery in which there are twins, only one of the twin's name's will be entered. If that person is selected, their twin sibling will automatically be selected as well.

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### 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 Student Program helps foreign students improve their English, prepare for university, and experience the richness of Canadian culture. Most of our international students are placed with local homestay families. To learn more about registering as an international student, and to apply, visit [the program website \(www.sookeschoolsvictoria.com\)](http://www.sookeschoolsvictoria.com).

The International Program also runs the Newcomer Welcome Centre. After completing the online registration, you will hear from the Newcomer Welcome Centre if you are here under one of the following categories:

- Work/Study permit or diplomatic visa
- Refugee

The Newcomer Welcome Centre assists with collecting additional documentation and providing information on available settlement services in the area.

Contact our International Department at:

+1 250 474 9818

[sookeschools@sd62.bc.ca](mailto:sookeschools@sd62.bc.ca)