

## 2024-2025 Application Procedures and Information

### CANADIAN AND LANDED IMMIGRANT **GRADE 1-12 STUDENTS**

Please complete and submit the following for each student who is applying:

- **Application for Admission Form**
- **Application Fee \$42** (non-refundable) (credit card over the telephone with office manager)
- **Academic Transcripts or Report Cards**
  - Last completed year and any subsequent reports (for kindergarten, have Section C of application form completed by Day Care service provider)
- **Documentation**
  - Student's Birth Certificate if born in Canada
  - Student's Canadian Passport, Citizen Card, PR Card or Landing Paper if not born in Canada
  - Student's BC Care Card
  - Student's Immunization Records
  - Parent / Guardian's Birth Certificate if born in Canada
  - Parent / Guardian's Canadian Passport, Citizen Card, PR Card or Landing Paper if not born in Canada

#### **STEP 1: Attend an Open House**

If you have not been able to attend an open house, please contact Gaileen Woytko, Director of Development & Operations, [gwoytko@deerlakeschool.ca](mailto:gwoytko@deerlakeschool.ca) to schedule a personal tour. All families need to tour the school before they apply so that they fully understand the culture and programs at DLS.

#### **STEP 2: Complete an Application Form and Submit to Deer Lake School**

Once you have attended an open house session or tour, parents will find the Deer Lake School application form (a fillable PDF) is available on our school website, under Admissions. When you have completed the application form and all accompanying paperwork is assembled, please email it to Mrs. Christina Luk, our office manager, at [admissions@deerlakeschool.ca](mailto:admissions@deerlakeschool.ca). She will reply to your email and let you know if you are missing any documentation.

Original Documents with Translation Verified: Please provide copies of your original documents, and if they are in a language other than English, documents need to be translated into English by a certified translation organization and verified by a notary public. All original documents will need to be verified by the school at your final registration.

The **Grade 1-12 application deadline is Feb. 2, 2024** for the upcoming September 2024-2025 school year admission.

#### **STEP 3: Personal Student Interview and Assessments**

Once your application forms have been submitted the school will contact student families to schedule an interview or to share reasons why admission may not be possible. This 20-minute interview is with your child, accompanied by you as parents. It is hosted by the principal and elementary or high school vice principal. The interview is an opportunity

- for our administration to get to know you and your child
- to understand your needs and expectations
- to review our vision and philosophy of education with you
- to address any specific questions you may have about our school at that time.

Based on the information shared in your application, the school may ask to conduct additional assessments of your child to determine readiness, any educational support services needed, or English language proficiency level.

**Gr. 1-12 interview appointments** will be schedule on weekdays **Feb. 5-16, 2024**

**STEP 4: Notification of Acceptance**

Following your interview with the administrative team, parents will be notified by telephone with details of your student's eligibility for the September 2024-2025 school year. Students will be accepted based on space and/or suitable program availability or placed on a waitlist.

**Grade 1-12 notification of acceptance** will be no later than **Feb. 23, 2024**