



REGISTRATION - FAQs

Why online registration for students?

The online system is designed to work like in-person registration. The main advantages are:

- Parents/guardians can register their children in the comfort of their own home, eliminating the need to apply at their catchment school or at multiple schools.
- The system is available 24/7 from anywhere and on any web browser.
- Consistent tracking of the date and time for registration across the entire school district.

What do parents/guardians need in order to register online?

A. A valid email address for parent/guardian

B. Required Proof of Child's Birthdate and Citizenship – Please provide one of the following:

1. Child's Birth Certificate
2. Canadian Passport
3. Canadian Immigration
4. Citizenship documents

C. Proof of residency – Please provide a minimum of TWO of the following:

- BC Drivers Licence with current address
- Property Tax Notice / Assessment
- Completed Purchase Agreement with Subjects removed
- Completed Residential Tenancy Agreement from a property management company
- A current residential utility bill addressed to one of the parents/guardians
 - Municipal utility statement
 - BC Hydro Bill
 - Fortis BC Bill
 - Cable TV or internet provider bill (not a cell phone bill)
- Completed Lease / rental agreement (please include all pages)
- Government identification

We reserve the right to request additional documents

Important Dates?

Important registration dates are as follows:

Wednesday, January 9, 2019	Registration opens for Grades Kindergarten-12
Thursday, January 31, 2019	Deadline for Early French Immersion
Friday March 1, 2019	Secondary District Academy Application deadline
Sunday March 31, 2019	Out-of-Catchment Application deadline
Saturday June 15th, 2019	Registration deadline for confirmed spot at catchment school

Where do I go to register my child?

To register your child in Nanaimo Ladysmith Public Schools, go to: <http://www.sd68.bc.ca/>

Or by clicking here: <http://bit.ly/eregk12>

Can I register my child in person at the local elementary school?

You will no longer be able to register in person at your local elementary school. Registrations for all programs, including Early French Immersion, Late French Immersion and High School Academies will be online.

What if I don't have computer access at home?

If you do not have access to a computer at home, you have the following options:

- Visit your child's catchment area school
- You may use a smart phone or tablet
- You may access a computer at a Vancouver Island Public library:
 - Nanaimo Harbourfront – 90 Commercial Street, Nanaimo
 - Nanaimo – 3200 N Island Hwy, Nanaimo
 - Nanaimo North – 6250 Hammond Bay Road, Nanaimo
 - Ladysmith - #3, 740 First Avenue, Ladysmith
- You may use a computer at the District Administration Centre, located at 395 Wakesiah Avenue in Nanaimo. (Contact E-registration at 250-741-5264 to arrange a time)

Will our registration forms be numbered or time-stamped?

Once registration forms have been completed and submitted to the district they will be date and time stamped.

When will families find out if a student gets a space in their requested school?

In-catchment applicants who have registered **before June 15th** will be accepted into their catchment school.

If space and facilities allow, applicants will be offered registration in the following order:

- 1.** To obtain an assured space in your catchment-area school, you must register by June 15.
- 2.** Applications for new out-of-catchment area students must be received by March 31. Opportunities for placements are limited. Priority will be given to those who have a sibling already registered at the requested school. All other requests will be honoured in the order they are received.
- 3.** Applications for new out-of-district students must be received by March 31.

Out-of-catchment applicants will be advised of the decision. Applications for out-of-catchment and out-of-district will be valid for the school year in which you are applying. Parents/guardians have the responsibility to provide transportation for students to and from the requested school if the transfer is approved. Refer to [Administrative Procedure 303](#). Parents and students should be aware that when a secondary student transfers to a different school, he or she may be ineligible to play inter-school sports. B.C. School Sports determines eligibility of students to participate in interschool athletics. For more information visit: <http://bit.ly/bcsportrules>

When using the on-line system, how do we register for French Immersion?

With the online registration, you will need to select your catchment school and then indicate you would like to attend a school outside my catchment area. You will be given the option to select three school choices. This is where you indicate you would like to apply for the French Immersion by selecting a French Immersion school. French Immersion is offered at the following Schools:

Elementary Schools

- Ecole Hammond Bay K-7
- Ecole Pauline Haarer K-7
- Ecole Quarterway K-7 and (Grade 6 Late French Immersion)
- Ecole North Oyster (French Immersion & English Programs)

Secondary Schools

- Nanaimo District Secondary School (English and French Immersion)
- Ladysmith Secondary School (English and French Immersion)

What happens if a student requests French Immersion and does not receive a spot?

Spaces in French Immersion are limited. Students who do not gain admission will be placed on a wait list. While on the wait list, a student's registration will automatically be transferred back to their catchment-area school.

How do we register for a Secondary District Academy?

All students wishing to apply for a Secondary District Academy must complete an online registration. On the registration, you will be given the option to select the Academy you want to apply for. For more information visit: [Secondary District Academies](#)

How do families request school changes if they do not want to attend their neighborhood school? (out-of-catchment school)

The online registration requires you to indicate your catchment-area school, but will give you the option to indicate if you would prefer to attend a different school. You can then indicate your school choices.

Can I submit the registration form with some blank fields?

Certain fields on the registration form are required. The form will flag any required fields you may have missed, and will instruct you to fill these in so that you can submit the registration.

Can I save my form if I need to pause halfway through?

You cannot save a partially completed form. Once you begin the registration process, you must complete the form in one session and submit, or restart the process at a later time.

Can I change my registration after it has been submitted?

If you need to update your child's registration, or make any changes please contact Central Registration at ereg@sd68.bc.ca

For more information please email ereg@sd68.bc.ca or visit the district [website](#).