



Application Procedures and Information

CANADIAN AND LANDED IMMIGRANT STUDENTS

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

- **Application for Admission Form**
- **Application Fee \$42** (non-refundable)
- **Academic Transcripts or Report Cards**
 - Last completed year and any subsequent reports
- **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: Delivery of Application Forms in Person at Deer Lake School

The Deer Lake School application form (fillable pdf) is available on our school website, under Admissions. Once the application form has been completed and all accompanying paperwork assembled, please call and make an appointment at the school office with **Mrs. Christina Luk, the officer manager**. When you come in she will review your application form in person to ensure you have all the necessary documents. Her email address is officemanager@deerlakeschool.ca.

Original Documents with Translation Verified: Please bring ORIGINAL documents, and if they are in a language other than English, documents need to be translated into English by an official translation organization and verified by a notary public.

The Grade 1-12 application deadline is January 15, 2020.

STEP 2: Personal Interview

Once your paperwork has been successfully submitted you will be contacted by the school office to schedule an interview. This 20 minute in-person interview is with your child, accompanied by you as parents. It is hosted by the principal and vice principal. The interview is an opportunity for our administration to get to know you and your child, to understand your needs and expectations, and review our vision and philosophy of education. We can also address any specific questions you may have about our school at that time.

Student interview appointments will be scheduled weekdays Jan. 20-Feb. 7, 2020.

STEP 3: Notification of Admission:

Following your interview with the administration team, parents will be notified by telephone with details of your child's acceptance for the September 2020-2021 school year. Students will be accepted based on space and/or suitable program availability, or waitlisted.

Notification of acceptance will take place not later than Feb. 12, 2020.