



ADMISSIONS CHECKLIST - NEW STUDENTS

Pre-Registration Requirements: (Deliver in person or email to secretary@ocskelowna.com)

- Most recent report card (transcript of grade 10-12 courses completed if applicable)
- IEP if applicable
- Most recent Psych Ed Assessment & Diagnosis if applicable
- Other Learning/Behavioural Support documentation if applicable
- Prospect Questionnaire
- Kindergarten Readiness Questionnaire for all students entering Kindergarten
- Statement of motivation to apply to OCS
- One letter of recommendation (Teacher/Pastor/Community Leader)

Registration Requirements: (Deliver documents in person only to your scheduled appointment)

- \$300 Registration Fee for first child & \$150 Registration Fee for each additional child in the same family (see office for late payment penalties)
- FAST Application Complete (see the admissions page online to apply for financial assistance)
- Parent & Student Enrollment Forms & supporting forms (see school office or www.ocskelowna.com)
- Meeting with the Academic Advisor - Gr.7-12 only

Documents Required for Student: (only original documents accepted. Please see the Checklist of Required Documents - New Student for a complete list)

- Services Card
- Immunizations Record
- SIN card
- Guardianship or court orders (see Checklist of Required Documents - New Student)
- Proof of Status in Canada (Cdn Birth Cert or Cdn Passport - See Checklist of Required Documents - New Student for more options)

Documents Required for Parent: (only original documents accepted. Please see the Checklist of Required Documents- New Student for a complete list)

- Proof of Status in Canada (Cdn Birth Cert or Cdn Passport - See Checklist of Required Documents for more options)
- Proof of Residency #1(Property Purchase Agreement or Residential Tenancy Agreement - See Checklist of Required Documents for more options)
- Proof of Residency #2(Income tax statement or utility bill or bc driver's license - See Checklist of Required Documents for more options)

Please Note:

Once the student is accepted into the school program, all steps of the admission process must be complete and all documents required must be submitted before the student will be allowed to enter classes.

Families applying for financial assistance are responsible for the full monthly tuition rate until the FAST application is complete and an assistance amount is agreed upon - please see the Financial Enrollment Contract or the Treasurer for details.

Other Important Reminders:

- Uniform Ordered
- School Supplies Fee & Other Fees Paid
- Read the School Handbook located on our Admissions page at www.ocskelowna.com
- Check the online School Calendar regularly for upcoming events, non-school days and more
- Sign up to Volunteer (visit the Admissions page at www.ocskelowna.com or enquire at the office for details)