

## HELPFUL ADMISSIONS CHECKLIST OF REQUIREMENTS

### **Pre-Registration (NEW STUDENT ONLY): Deliver in person or email to [info@ocskelowna.com](mailto:info@ocskelowna.com)**

- Most recent report card (transcript of grade 10-12 courses completed if applicable)
- IEP if applicable
- Most recent Psych Ed Assessment & Diagnosis AND/OR Learning/Behavioural Support documentation if applicable
- Prospect Questionnaire
- One letter of recommendation (Teacher/Pastor/Community Leader)

### **Registration: Deliver documents in person only to your scheduled appointment**

- \$550 Registration Fee for 1st child & \$150 Registration Fee for each additional child in the same family due at registration (\$200 reduction applied per returning family if paid by February 28)
- Financial Assistance Application Complete if applicable (see the admissions page online to apply)
- Parent & Student Enrollment Forms & supporting forms (see school office or admissions page online)
- Meeting with the Academic Advisor (Gr.10-12 only)

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

- Updated immigration documentation if applicable (see Checklist of Required Documents)
- Updated or new Guardianship or court orders if applicable (see Checklist of Required Documents)

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

- Proof of Status— Updated Proof of Status in Canada must be provided if a passport or immigration document previously submitted has expired (see Checklist of Required Documents)
- Proof of Residency (1. Property Purchase Agreement or Residential Tenancy Agreement 2. Income tax statement or utility bill or bc driver's license- See Checklist of Required Documents for more options). Proof of Residency must be provided if an address change has occurred.

### **Additional NEW student documents:**

- Services Card
- Immunizations Record
- SIN card (will be requested if student receives a scholarship)

#### **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 Financial Assistance application is complete and an assistance amount is agreed upon - please see the Business office for details.
- Other Important Reminders:
  - Order Uniform
  - Read the School Handbook located on our Admissions page at [www.ocskelowna.com](http://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](http://www.ocskelowna.com) or enquire at the office for details)



**OKANAGAN CHRISTIAN SCHOOL**

1035 Hollywood Rd. S.  
Kelowna, BC  
V1X 4N3

email: [info@ocskelowna.com](mailto:info@ocskelowna.com)  
Website: [www.ocskelowna.com](http://www.ocskelowna.com)  
Phone: 250.860.5305