

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) (credit card over the telephone or PayPal on the school website)
- **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: Application Forms Submitted to Deer Lake School

The Deer Lake School application form (fillable pdf) is available on our school website, under Admissions. Once you have completed the application form and all accompanying paperwork is assembled, please scan it all and email to **Mrs. Christina Luk, the officer manager** at officemanager@deerlakeschool.ca. She will let you know what documents you are missing.

Original Documents with Translation Verified: Please make copies of your 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.

Original documents will need to be verified by Deer Lake School at your interview in Step 2 or before a student begins school.

The Kindergarten application deadline is January 22, 2021

The Grade 1-12 application deadline is January 29, 2021

STEP 2: Personal Interview and Assessments

Once your paperwork has been successfully submitted you will be contacted by the school office to schedule an interview. Ideally, interviews would be **in-person and physically distanced**, but this will be evaluated on a case-by-case basis considering your family's needs and general provincial health and safety directives at that time.

This 20-minute interview is with your child, accompanied by you as parents. It is hosted by the principal and vice-principal. The interview is an opportunity

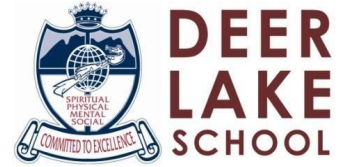
- 1) for our administration to get to know you and your child
- 2) to understand your needs and expectations
- 3) to review our vision and philosophy of education with you
- 4) to address any specific questions you may have about our school at that time.

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

Kindergarten interview appointments will be scheduled weekdays Feb. 1-12, 2021

Gr. 1-12 interview appointments will be scheduled weekdays Feb. 16-24, 2021

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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 2021-2022 school year. Students will be accepted based on space and/or suitable program availability or waitlisted.

Notification of acceptance for kindergarten students will take place not later than Feb. 19, 2021

Notification of acceptance for Gr. 1-12 students will take place not later than Wed. Feb. 26, 2021