



## **September 2016 Kindergarten-Grade 8 Registration Information**

We are pleased to welcome you and your child to the  
Toronto Catholic District School Board.

Applications for registration to schools in the Toronto  
Catholic District School Board can be made on-line or  
in person beginning **Wednesday, January 13, 2016**  
**at 10:00 am Eastern Standard Time.**

Applications may be made electronically on the ***Student  
Online Application for Registration*** (S.O.A.R.)  
at: <http://soar.tcdsb.org>

Please note that in some schools, **space is limited.**  
Parents are encouraged to apply early.  
Please check with your local school for more  
information.

### **Applying On-line**

Parents/Guardians may complete an application for registration from the convenience of their own home, the office, a public library, or anywhere there is internet access, 24 hours a day. The on-line application also offers access to translations in different languages with built-in help functions and features.

### **Applying in Person**

Parents may also choose to apply in person at their local school, where they will complete either an electronic application or a paper application.

### **Maintaining a Priority Sequence**

Upon entering the electronic application, S.O.A.R. will issue a **file number** and a **date/time** for reference. Please keep this information for future reference if required to access your application information.

If applying in person at the school on January 13<sup>th</sup>, parents will also receive a date/time label which will be affixed to the application. Both processes will enable the creation of a processing list for each school.

### **Documentation**

Once the application is complete, the parent/guardian must meet with the school in order to validate documentation.

The following documents are required when completing the application:

- Baptismal Certificate
- Birth certificate and/or Passport if not born in Canada
- Immunization Record
- Proof of Residency
- Application for Catholic School Support (completed at the school)

All documents must be submitted by February 5<sup>th</sup> to the school for consideration in placement, especially for schools with enrolment pressures. Students will be pre-registered during the week of February 8<sup>th</sup> and parents should receive notification of placement at this time.

### Completed Registrations

Registration is complete when:

1. A complete application has been submitted to the school (online or in person)
2. A Meeting with school personnel has taken place
3. All documentation has been submitted and validated by the school
4. The family has been informed by the school that the registration is complete and the child is pre-registered for September 2016

### To which school may I apply?

Within the S.O.A.R program, applicants will be directed to their community school which is based on the applicant's residential address found within the school boundary.

If an applicant wishes to apply to a school outside the boundary of their community school, they will have the opportunity to make an out of boundary request on their application.

Please note that an application to any school, whether inside or outside the boundary does not guarantee acceptance at the school selected. TCDSB will however, make every attempt to identify a school where there is space and where the child may attend. Please note that in line with our transportation policy, Transportation/bussing is not guaranteed.

### Priority Waitlists

Applications are processed according to the priority sequence. Once all available spaces have been filled at a school, any remaining applicants will be placed on one of 6 potential wait lists as per the Elementary School Admissions Policy:

- **Priority 1** – Applicant living inside or outside the boundary of the school with a sibling attending the school (in junior kindergarten to grade 7) and not registered in Extended French, French Immersion or Special Education/Intensive Support Program Class
- **Priority 2** - Applicant living in the school boundary
- **Priority 3** – Applicant living outside the school boundary but attends a licensed child care within the school boundary for September 2016
- **Priority 4** – Applicant living outside the school boundary with unlicensed child care within the school boundary
- **Priority 5** – Applicant living outside the school boundary and is not attending child care
- **Priority 6** – Applicant living outside the City of Toronto

Within each priority, all applications maintain the date/time stamp sequence as set in the initial application.

In schools with limited space, students who are on the Waitlist as per the Priorities listed above will be offered an alternate catholic elementary school. Transportation is not guaranteed to the alternate school site.

**How long does the application stay on the waitlist?** Applications will remain on the Waitlist until September 30, 2016. Applicants will be contacted by the school if they are being considered for admission. Should parents wish for their child to be considered for the following year they must re-apply in January 2017.

### Getting Help

Families experiencing difficulty with the S.O.A.R. application process may report the problem online in S.O.A.R. or may contact board staff at the following numbers:

**Admissions Dept. at 416 222-8282 Ext. 5320**  
**Communications at 416 222-8282 Ext. 5314**