

2016-2017 TCDSB Registration Procedures for Schools with Enrolment Pressures

The instructions provided in this communication are designed to ensure that all schools across the TCDSB provide a consistent business process. The Student Online Application for Registration, otherwise known as S.O.A.R. helps to ensure consistency through a series of guiding questions.

Kindergarten registration will begin for **ALL** Elementary Schools on **Wednesday, January 13, 2016 at 10:00 am EST.** Parents will be able to apply on-line on the S.O.A.R. application or in person at the school. Please note that no applications can be made or received prior to this date and time.

Additionally, all Elementary Schools will accommodate one locally determined evening for registration during the month of January 2016 set by the school administrative staff.

Prior to Registration

Parents have access to completing the online application and booking an appointment with the school as of **Wednesday, January 13, 2016 at 10:00 a.m. EST.**

Please ensure that your tentative appointment blocks are created for your school between December 14th and December 18th (S.O.A.R. Companion will be available to school staff during this week for inputting this information.)

Please block off as many appointment periods at a time as possible for parents to select, particularly during the period between January 13th and February 5th.

Applications made in person will be entered manually into S.O.A.R., not Trillium. S.O.A.R. will trigger the appointment process and all registration information will be automatically transferred to Trillium upon placement.

Please ensure that parents who do not have computer access are assisted by school staff in completing the application.

Registration Process on January 13, 2016 at 10:00 EST

*****In Person Procedures only valid at 10:00 am*****

Online Registration Process	In Person Registration Process
<ol style="list-style-type: none">1. Parent/Guardian can begin to submit applications as of 10:00 am EST as per clock on S.O.A.R. program front page.2. Parent receives Time/Date Stamp and a File Number and is asked to record these for future reference.3. Parent creates a LOGIN account.4. Parent completes application and is placed on a processing list5. Parent selects a date to meet with the school6. Parent brings required documents to the school for the selected meeting date7. School verifies the documentation8. School informs parent/guardian beginning February 8th of the status of the application9. If the application meets all requirements, the student is pre-registered at the school for September 2016	<ol style="list-style-type: none">1. Parent/Guardian lines up at the school to apply.2. School staff provides each parent in line <u>a label with date and time</u> with times beginning at 10:00 am Eastern Standard Time. Each subsequent label will have a one second increase. (e.g. 10 am 1 second, 10 am 2 seconds, etc.)3. School staff will provide parent/guardian with a paper application or an opportunity to complete an online application. The Date/Time Label is affixed to the application4. School staff will book a meeting with the family to receive and verify documentation5. School staff will key application information into SOAR and will override the time to match the time affixed to the application.6. School informs parent/guardian beginning February 8th of the status of the application7. If the application meets all requirements, the student is pre-registered at the school for September 2016

Registration Process after January 13, 2016

(or once morning rush is complete)

This process will continue to be followed for the remaining registration period.

Online Registration Process	In Person Registration Processes
<ol style="list-style-type: none">1. Parent/Guardian may continue to apply on-line2. Date/Time Stamp and File Number will continue to be processed in order of application submission3. Parent creates a LOGIN account4. Parent completes application and is placed on a processing list5. Parent selects a date to meet with the school6. Parent brings required documents to the school on the selected meeting date7. School verifies the documentation8. School informs parent/guardian beginning February 8th of the status of the application9. If the application meets all requirements, the student is pre-registered at the school for September 201610. All other applications would remain on waitlists as described in the Wait list Section	<ol style="list-style-type: none">1. After the morning of January 13th, <u>labels will NO longer</u> be given to parents applying in person2. School staff will be able to process the application on S.O.A.R., obtaining a Date/Time Stamp and File Number from the on-line application (this will ensure a consistent practice)3. School staff will book a meeting with the family to receive and verify the documentation4. School informs parent/guardian beginning February 8th of the status of the application5. If the application meets all requirements, the student is pre-registered at the school for September 2016

Please note that **all documentation** must be submitted by parents by **February 5th, 2016** in order for the school to finalize applications and to inform families beginning the **week of February 8th, 2016**.

If there is an extenuating reason why the documentation cannot be submitted, principals are asked to discuss this with their area superintendent.

Priority Wait Lists

As applications are received at the school, including those on S.O.A.R., applicants are placed on a processing list. Each school has been assigned a fixed number of student spaces on S.O.A.R. based on overall enrolment.

Students in the first year of Kindergarten moving to Senior Kindergarten will be placed first and will be rolled over automatically in Trillium.

All applicants shall be processed in the following sequence:

- **Priority 1** – Applicant living inside or outside the boundary of the school with a **siblings 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 set in the initial application. Students who are on a wait list as per the Priorities listed above will be offered an alternate catholic elementary school.

Transportation is not guaranteed to the alternate school site.

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

Once a school has filled their classes, school principals will be able to contact the Early Learning Department to discuss the status of applications and to further discuss enrolment options. Please note that S.O.A.R. will flag schools when they are **within 5 students** of the school's enrolment limit.

Application Completion

An application is complete and a **child is deemed Pre-registered** when all the following steps have been satisfied:

1. The S.O.A.R. application is complete.
2. A meeting between the parent/guardian and the school has taken place.
3. All original documentation has been provided to the school by the parent within a specified period of time determined by the school principal (we recommend 2-3 weeks unless there are extenuating circumstances). If all documents are not received by February 5th, 2016 from the family, then the application is discussed with the area superintendent and the status will be determined accordingly.
4. The school has contacted the parent and informed them that the pre-registration process is complete.
5. The school has confirmed pre-registration within the S.O.A.R. application.

Students with Special Needs

When a parent/caregiver applying in person informs you that the child they are registering has special needs, please ensure you contact your Assessment Programming Teacher/Social Worker and/or Program Coordinator to set up an intake meeting.

Schools with ISP (Intensive Support Programs)

Schools with an ISP (such as Multiple Exceptionalities, Developmentally Delayed, KIND) will be asked to **hold two kindergarten spaces** for students who may be identified through the I.P.R.C. (Identification, Placement and Review Committee).

Students with Siblings enrolling for September 2016

Schools may wish to survey current students to determine the number of potential sibling applications. Schools may consider sending registration information to these potential candidates using the newsletter insert provided in Communication#1 (_____). Please note that parents must continue to follow the regular registration process.