

Ottewell School

Enrollment and Registration Information for New Students for 2017-2018 School Year

- This school has an enrollment limit of 560. For the 2017-2018 school year, we will have a maximum of 6 classes at each grade.
- This means that students who live in our attendance area get in first.
- Students who have a sibling who will be attending Ottewell next year (ie. both siblings are enrolled in the school at the same time) will get in first as well.
- Students who meet the enrollment criteria for our designated programs, including our Chinese (Mandarin) Bilingual program and our Academic Challenge program, will get in first as well.
- If we have room, out-of-attendance-area students **may** be able to enroll.
- If we have more applications than we are able to accept, we may have to conduct a random selection for students who reside outside of our school's attendance area. (If a student has applied to the Academic Challenge program and has not been successful but still wants to attend Ottewell School, then he/she will be entered into the random selection.)
- If this happens, we will contact parents as soon as possible after the pre-enrolment deadline (mid-April) to let families know if the student has been accepted into our school.
- If a student is not selected, parents are then able to contact their designated school or any other school with available space for registration.
- Parents can register at only one EPSB school.

How to Register – Current Student Pre-Enrolment (from March 13 to April 18, 2017)

Each spring, students across the District pre-enrol to tell us the school they'd like to attend next year. Pre-enrolment helps families plan and allows schools to prepare based on the number of students expected to attend in the fall. The process is done online and is fast, easy and secure.

Pre-Enrol in SchoolZone

Sign in to SchoolZone between March 13 and April 18, 2017 to select your child's preferred school for the 2017-2018 school year.

When you sign in to your parent SchoolZone account on your computer, tablet or smartphone:

- choose the "Next Year" tab
- select the name of the child you are pre-enrolling
- follow the instructions to select your child's preferred school for next year

Get Help Completing Pre-Enrolment

If you can't connect to SchoolZone, or you have questions, call our school office for assistance before the April 18 deadline. Administration and office staff are here to help with new registrations and/or current student registrations.

Change Your Selection

You can change your preferred school selection in SchoolZone until 4 p.m. on April 18, 2017.

Update Your Address

If you've moved, confirm your new address with your child's current school before pre-enrolling in SchoolZone. You may be asked to provide one or more of the following to verify your address:

- driver's license, utility bill, lease agreement, property tax bill

How to Register – New Student Registration (from February 1 to April 18, 2017)

To register with the District for the first time, a parent/guardian or independent student (over the age of 16 and living independently) will need to complete a **Student Registration Form**.

<http://www.epsb.ca/media/epsb/schools/registerforschool/StudentRegistrationForm.pdf>

Step 1: Review and Complete the Student Registration Form. Sign the printed form.

Step 2: Submit the Completed Form.

Bring the following to your preferred school:

- a completed, signed [Student Registration](#) form
- confirmation of address for the student's parent/guardian (see below)
- legal proof of the student's name, citizenship and birth date (see below)

Examples of accepted documentation:

Legal Proof of a Student's Name

Canadian provincial birth certificate
Canadian citizenship document
Passport
Student Visa
(In some cases, immigration documents (e.g. landed immigrant document or a Permanent Residence Card) may also be required.)

Confirmation of Address

Driver's license
Utility bill
Lease agreement
Property tax bill