

## Appendix A

### French Immersion Kindergarten and Grade 1 Registration – January 2018

#### Enrolment Cap – Randomized Selection Process

- There is a Kindergarten and Grade 1 enrolment cap in place which means that there are a limited number of spots available for students entering the program. The cap will be set for each school individually based on space available
- Spots are not assigned on a first come, first served basis. A randomized selection process system will be used for K1, K2 and Grade 1 to identify students gaining entrance into the Kindergarten FI or Grade 1 program for the 2017-18 school year.
- Families should register their child at the French Immersion school within their catchment area by February 9, 2018 at 4:00 pm. Maps are available on the Board website.
- No out of area requests will be permitted.
- All students who apply by the deadline will be assigned a rank using a computerized random selection process. Once students have been assigned to all available spots registration will close at each school.
- Parents of Kindergarten or Grade 1 students who apply will receive notification to inform them if their children have been placed in the Kindergarten or Grade 1 FI program by February 26, 2018.

#### Exceptions to the random selection process

Students who currently (2017-18) have siblings in the elementary French Immersion program and **apply by the deadline of February 9, 2018 at 4:00 pm** will be placed into the Kindergarten or Grade 1 FI program. On the Kindergarten or Grade 1 registration form parents will list the name and grade of the sibling(s).

#### Communication Plan

- In December notice will go out to current FI families regarding the registration process
- Materials will be prepared ready for distribution before we break on December 22
- A meeting will be held with the Principals of FI schools to confirm the process
  - Registrations for siblings of current students in one folder – count sent to the FOS Superintendent on February 14, 2018 so that we can determine the number of available spots (Linda will be following up and collecting these numbers)
  - **Registrations for new students impacted by the capping process will be put in a second folder** – school secretaries will be sent an Excel spreadsheets to complete with the information from each student per grade level and the spreadsheets will be sent to Elaine Roberts by February 16, 2018 along with a scanned copy of each of the registration forms
  - Using the completed K1, K2, Grade 1 spreadsheets Greg Rousell, System Research Leader, will conduct the randomized process
  - As part of the capping process, parents will be sent an email confirming that their registration form has been received
  - Parents will be informed, by each school, whether their child is in the program by February 26, 2018
  - Parents of students who were not granted a spot in the program through the randomized process will be provided with information on the Wait List process and will be directed to register at their home school

#### Wait List

Students who wish to enter the Kindergarten FI program but did not register by February 9, 2018 (4:00 pm) will be placed on a wait list.

Students will be placed on a wait list in the following order:

- Students who made the deadline but weren't selected by the randomized process – in the order given by the randomized process
- Students who missed the deadline will be placed in wait list in the order registration is received
- The wait list ends on the first Thursday of the school year

**Wait List Timelines**

- Once September enrolment data is collected and verified the wait lists will be reviewed and families will be notified whether or not their child is in the program by September 14, 2018
- Principals will consult with their Family of Schools Superintendent before placing a student from the wait list