



## Early French Immersion Kindergarten Lottery Process

The District has developed a process to assist with French Immersion Kindergarten registration. The registration will open for two weeks in February (**Feb. 8 to 19, 2021**) prior to any other Kindergarten registration taking place. This early opportunity will allow for equitable access to this program of choice and provide for effective planning across the district.

All registrations between those dates are treated as “equal”, so there is no need for line-ups. In the unlikely event that all registrants cannot be accommodated a lottery will be held to determine placement (students who have siblings already enrolled in Collettsville are given automatic placement).

### French Immersion Registration Protocols

1. A two week window of Monday to Friday, will be advertised and open for parent and families to drop off complete K registration forms.
2. Each registration will be recorded and tagged with a number.
3. Following the registration end date, the Principal and Secretary will meet to determine if the number of applications is greater than the number of available spaces.
4. If the application number is greater than the available space number, the district Lottery will take place.

### French Immersion Lottery Process

1. Determine the number of student applications versus the number of spaces.
2. Filter applications and place those student applications with siblings already in the school to “Accepted” status.
3. Once siblings have been placed determine the number of students still seeking a K spot versus the number of available spaces.
4. Announce a date for the lottery to occur, either by contacting each family individually or via advertising through usual channels.
5. Employ an independent auditor to supervise and carry out the Lottery selection process on the announced date.
6. On the given date, have the auditor record the Accepted group in the order their names were drawn and once the available spaces are completed, compile a wait list with a numbered order.
7. Contact those Not Accepted and communicate where they are on the Wait List and communicate that they should register in their catchment area school.
8. When K registration for other schools begins, remind everyone of the process employed.

For more information or if you have questions please contact Collettsville Elementary School at 250-378-2230 or email the Acting Principal, Ms. Becky Puterbough at [bputerbough@365.sd58.bc.ca](mailto:bputerbough@365.sd58.bc.ca)

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