

OFFICE USE ONLY

Staff Initial: _____

Application Date: _____

Time: _____

**NON-RICHMOND RESIDENTS APPLICATION
SCHOOL YEAR 2022/23**

Please complete form and email to Central Registration Office at
centralregistration@sd38.bc.ca.

1st Choice REQUESTED SCHOOL

2nd Choice REQUESTED SCHOOL

Student Name: _____ Current School: _____
Last Name First Name

Current Grade: _____

Birthdate: ____/____/____ Current ELL Level (if applicable): _____ Resource Support
D M Y

Home Address: _____

Postal Code: _____ Email: _____

Program: English Early French Immersion Late French Immersion Montessori

Sibling attending requested school: _____ Current Grade: _____
Last Name First Name

Please describe the reason(s) why you are applying to the requested school(s):

Parent/Guardian: _____
Name Cell Phone Home Phone

Parent/Guardian: _____
Name Cell Phone Home Phone

Date Submitted

Parent or Legal Guardian Signature

FOR OFFICE USE ONLY The above application has NOT been approved.
 The above application has been approved for the 2022/23 school year.

Comment: _____

Decision Date

District Administrator Signature

NON-RICHMOND RESIDENTS APPLICATION IMPORTANT INSTRUCTIONS/INFORMATION

1. Parents/legal guardians of Non-Richmond Residents must complete a registration application and email it to the Central Registration Office at centralregistration@sd38.bc.ca. **Note: This application does not guarantee placement in the Richmond School District.**
2. Once applications from Richmond Residents have been considered, Non-Richmond Resident students who apply to attend a Richmond school may be approved to enroll. **Approvals for all schools will be based on availability of physical, staffing and program space, and will be assessed in the priority of reason(s) for the request.**
3. Please complete this form accurately, including reasons for the application, as incorrect information provided may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request to attend school in Richmond.
4. The first date that Non-Richmond Residents may apply for the 2022/23 school year is **January 5, 2022**. Please note, applications from Non-Richmond Residents will not be considered until after the Priority 1 and Priority 2 registration periods have closed and all Richmond residents have been placed.

If accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian.

| Priority 1 Registration Period | Priority 2 Registration Period | Late Registration Period |
|---|--------------------------------|---|
| November 1, 2020 – January 21, 2022 | January 22 – May 13, 2022 | May 14, 2022 – Ongoing |
| <p>Richmond Residents will be placed.</p> <p>Non-Richmond Residents may apply but applications will not be processed.</p> | | <p>Non-Richmond Resident Applications will be processed and decisions communicated to parents by September 9, 2022.</p> |