

**NON-RICHMOND RESIDENTS APPLICATION**  
**SCHOOL YEAR 2024/25**

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

**OFFICE USE ONLY**

Staff Initial: \_\_\_\_\_

Application Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
**1<sup>st</sup> Choice REQUESTED SCHOOL**

\_\_\_\_\_  
**2<sup>nd</sup> Choice REQUESTED SCHOOL**

Student Name: \_\_\_\_\_  
*Last Name* *First Name* Current School: \_\_\_\_\_

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: \_\_\_\_\_  
*Last Name* *First Name* Current Grade: \_\_\_\_\_

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 2024/25 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](mailto: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 2024/25 school year is **January 15, 2024**. 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, 2023 – January 19, 2024	January 20 – May 10, 2024	May 11, 2024 – 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 6, 2024.</p>