

OFFICE USE ONLY

Staff Initial: _____

Application Date: _____

Time: _____

**NON-RICHMOND RESIDENTS APPLICATION
SCHOOL YEAR 2025/26**

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

1st Choice REQUESTED SCHOOL

2nd 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 2025/26 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 2025/26 school year is **January 18, 2025**. 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, 2024 – January 17, 2025	January 18 – May 9, 2025	May 19, 2025 – 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 5, 2025.</p>