



# Enrolment Process and Checklist for New Families

Thank you for considering  
Edmonton Christian Schools!

Please read and follow this checklist carefully.

## 1. Priority Deadline: April 15, 2019: 4:00 p.m.



- Because of the enrolment limits described on reverse, the deadline of Monday, April 15, 2019 at 4:00 p.m. will be enforced. Enrolment forms, including all supporting documents and the \$25 application fee, must be received at one of our schools by that date and time. **See the checklist below for paperwork and documentation required to complete the Enrolment Application.**
- Following this deadline, admissions will be determined on a first come-first served basis only for grades for which there was no random selection. **Grades for which a random selection was conducted are deemed full; no more students will be admitted to those grades after the priority deadline.**

In all cases families will be informed of admission decisions in a timely manner.

## 2. Enrolment Application - Required Paperwork and Fees:

- Application for Enrolment in Edmonton Christian Schools Form (1 per **family**), including Student Information Sheet. This Application may also be submitted online at [www.edmchristian.org](http://www.edmchristian.org).
- Edmonton Public Schools Student Registration Form (1 per **student**) or notice on SchoolZone if enrolled at another Edmonton Public School in 2018-19;
- Partnership Agreement signed by all parents and students;
- Copies of most recent Report Cards/Progress Reports for each student;
- Copy of Birth Certificate (born in Canada) or Immigration Documents for each student;
- Signed Summary Statement of Faith – *optional*;
- \$25 non-refundable application fee (cheques payable to ESCE).

## 3. Participation in a mandatory information session:

New parents must attend an information session at their preferred school to discuss the Christian program and get answers to any remaining questions. Only families who have attended an information session are considered for admission. We will contact you by email to schedule this session.

#### 4. Enrolment Boundaries and Limits:

Edmonton Christian Schools (ECS) wishes to enrol all new families who sincerely desire Christian education for their children. In order to best accommodate all families, we have **Enrolment Boundaries** and **Optimal Enrolment Limits** in place.

*(The term "new family" applies to families that did not have a child registered in ECS (grades K-12) in 2018-19.)*

- **Enrolment Boundary**



New families wishing to register their children at NE School must reside east of 82 street. This boundary encompasses areas outside of the City of Edmonton such as Sherwood Park, Gibbons, Fort Saskatchewan, Bon Accord and CFB Edmonton/Lancaster Park. This boundary will be enforced due to continuing space concerns at our NE School.

If West School experiences space concerns, this same boundary will be enforced. Families who reside west of 82 street will receive priority.

- **Optimal Enrolment Limits:**

If the number of new student applications exceeds the number of available spaces at West School, Northeast School or the High School, new students will be chosen by a **random selection** conducted by Edmonton Public Schools on April 26.

- **Only applicants who have submitted all documents and fees listed in Section 2, and who have attended the information session described in Section 3 may participate in a random selection.**
- After April 26, new students may be enrolled on a first come-first served basis only in grades which have space and were not part of a random selection process.

- \* **Students are enrolled in the following priority order:**

1. Students who attended Edmonton Christian Schools (grades K-12) in 2018-19;
2. Siblings of students who attended ECS in 2018-19;
3. New students who live within the enrolment boundary of their preferred school;
4. New students who live outside of the enrolment boundary of their preferred school.

**Please contact the Society Office if you have any questions about the enrolment process:**

**780-476-6281**

***societyoffice@edmchristian.net***