



2025-2026 NEW STUDENT REGISTRATION & CROSS BOUNDARY APPLICATION PROCEDURE

School District 82 Policy 1030 outlines student attendance/catchment area procedures in accordance with Ministry of Education and Child Care policies on Schools of Choice. It is important that parents/caregivers take note of specific deadlines defined within this policy and ensure the registration procedures listed below are followed.

For Coast Mountains School District schools that service your neighbourhood, access for the following [school locator link](#) for assistance.

Registration options for New Student Registration and Cross Boundary Applications include:

Option #1

Complete the online registration (available for Grades 1 to 6 only) through [MyEducationBC](#) → click on link, when the log-in screen opens, request an account (illustrated to the right) and follow the step-by-step instructions (this is the school district's preferred registration option). **Note** that online registration is not available for mobile devices (cell phones). It is recommended that a computer or iPad be used to complete the online registration, **or**

Option #2

Download a copy of the Student Registration Form ([regular format](#) or [fillable format](#), click on the desired link to open document), complete and submit by appointment with the school or by email to the school (contact information provided below), **or**

Option #3

Contact your in-catchment school or, if interested, the French Immersion school (school information provided below) to make an appointment to receive the registration forms.

School and Principal contact information is available by accessing the following links:

[CMSD82 Schools & Contact Information](#)

[CMSD82 2024-2025 Principal, Vice Principal & School Contact Listing](#)

Definitions:

- *In-Catchment Students:* Those students who live in the attendance areas defined for each school. The school the student would normally attend.
- *Cross Boundary/Out-of-Catchment Students:* Those students who do not live within the defined attendance areas for the school they wish to attend.
- *School of Choice:* The opportunity to enroll in a school of choice (French Immersion School or a school with approved Cross Boundary Application) or school program available within the school district.

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**New In-Catchment Registration and Confirmation:**

- Registrations will be received by February 21, 2025 for new students including Kindergarten.
- The school district will make every effort to place students who have registered by February 21, 2025 in their catchment area school. Students registering after February 21, 2025 may not be granted place in their catchment area school.
- Applications received after February 21, 2025 will have to wait until school staffing is complete before receiving status of school enrollment. Wait-listed in-catchment students may be moved as soon as space is available. Wait-listed in-catchment students will be notified of their status for the school year as soon as possible or by the first Friday following school opening.

Cross Boundary Applications and Confirmation:

- Parents/caregivers interested in the Cross Boundary application process, must first register at their catchment area school by following the registration options listed above. This important step is required to ensure space at the catchment area school in the event the Cross Boundary Application is unsuccessful. Please initiate the Cross Boundary Application through the catchment area school by appointment or email (reference the School and Principal contact information on page 1). The catchment area school will forward the Cross Boundary Application to the school of choice.

Important Notations:

Effective the 2025-2026 school year, Cross Boundary Applications to the following schools will be restricted to children with a sibling currently enrolled in the school. **Cross Boundary Applications, otherwise, will not be accepted for consideration for the following schools:**

Suwilaawks Community School & Uplands Elementary School

Confirmation of Cross Boundary Applications will be provided by the first Friday following school opening, or as soon as possible following this date, pending staff allocations and school configurations. Parents/caregivers applying for cross boundary status are advised the decision related to Cross Boundary Applications may not be decided until the first week of school in the 2025-2026 school year. Parents/caregivers, therefore, must register first at their catchment area school.

A birth certificate and a BC Care Card and parent/caregiver proof of ordinarily resident will be required at the time of registration. Acceptable documentation for evidence that parent/caregiver is “ordinarily resident”:

- BCMSP (BC CareCard) coverage AND one item from the list of supporting documentation that follows; or
- Valid BC Services Card (replacement for BC CareCard) AND one item from the list of supporting documentation that follows.

Supporting documentation for evidence that parent/caregiver is “ordinarily resident” (address must match the address listed on the Student’s Registration & Verification Form):

- Provincial Driver’s License
- Document indicating British Columbia resident (i.e., utility bill)
- Proof of ownership of a dwelling or long-term lease or rental of a dwelling
- A current income tax return filed as a BC resident

Should you require further assistance, please contact Lindsay Harder Executive Assistant at the Coast Mountains Board of Education Office at (250) 638-4401 or via email at lindsay.harder@cmsd.bc.ca.