



# BRANDON SCHOOL DIVISION

## French Immersion Kindergarten Registration Process

### Application Submission Period

- Application period for Brandon School Division French Immersion Kindergarten
  - Monday, January 24, 2022 – Friday, February 4, 2022
- The registration process is outlined in the Kindergarten Information Parent Presentation on the Brandon School Division web-site
- Applications may be submitted by paper, in person or electronically
- The link to the electronic application form is posted on the Brandon School Division web-site
- Application forms are available on the Brandon School Division web-site, at the Brandon School Division Office and at the French Immersion Schools
- Paper applications are to be submitted to the Office of the Superintendent, Brandon School Division, 1031 6<sup>th</sup> Street, Brandon, MB R7A 4K5
- Multiple children from the same immediate family must be submitted in the same application package
- A receipt will be provided to the family when the application is received

### Supervised Random Selection

Supervised by the Superintendent of Schools or designate following the close of the application period

- Monday, February 7, 2022

#### Step 1

- Initial sort for all applicants with siblings currently enrolled in requested school
- Enrollment list created for each French Immersion School for applicants with siblings currently enrolled in requested school

#### Step 2

- Second sort for all applicants within Brandon School Division catchment boundaries
- Applicants are assigned an identifier tag
- Random generator will generate the random order of identifier tags
  - The random generator used in the random selection process has passed independent third party tests for randomness
- As identifier tags are randomly selected, the corresponding applicants will be assigned to the enrollment list of the school they selected in the order they were randomly selected
- If capacity at École Harrison is reached, applications will be placed on the enrollment list for École New Era School and on the Kindergarten waiting list for École Harrison based on the randomly generated order

*“Accepting the Challenge”*

- As there are no capacity limitations for École New Era School and École O’Kelly School, no waiting lists are required for those schools.

### Step 3

- Non Brandon School Division students must additionally meet the Out-of-Division Special Request for Enrollment requirements.
- Non Brandon School Division students are assigned an identifier tag.
- Random generator will generate the random order of identifier tags
- As identifier tags are randomly selected, the corresponding applicants will be assigned to the enrollment list of the school they selected in the order they were randomly selected
- If capacity at École Harrison is reached, applications will be placed on the enrollment list for École New Era School and the Kindergarten waiting list for École Harrison based on the randomly generated order
- As there are no capacity limitations for École New Era School and École O’Kelly School, no waiting lists are required for those schools.

### Registration Process

- Each French Immersion school is provided enrollment lists for their school.
- Parents will receive a letter from their assigned school notifying them of the registration process including the AM/PM Kindergarten choices.
- If parents no longer wished to access French Immersion programming, they would inform their assigned school and register in their catchment area school prior to Friday, March 4, 2021.
- **The applicant would be removed from the enrollment and waiting list if applicable.**
- Waiting list provided to École Harrison.
- As spots become open, the next student on the waiting list will be notified and invited to register.
- Registrations after the application period will be registered at École New Era School or École O’Kelly School and may be placed on the end of the waiting list for École Harrison if so desired.