



# BRANDON SCHOOL DIVISION

## St. Augustine Kindergarten Registration Process

### Application Submission Period

- Application period for Brandon School Division St. Augustine (Catholic) Kindergarten
  - Monday, January 23, 2023 – Friday, February 3, 2023
- 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 St. Augustine School
- 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 6, 2023

#### Step 1

- Initial sort for all applicants with siblings currently enrolled in St. Augustine School

#### Step 2

- Second sort for all applicants within Brandon School Division catchment boundaries who are baptized Catholic
- 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 St. Augustine School in the order they were randomly selected
- If capacity at St. Augustine School is reached, applications will be placed on the waitlist in the randomly generated order

*“Accepting the Challenge”*

### Step 3

- A third sort for all applicants within Brandon School Division catchment boundaries who are not baptized Catholic
- 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 St. Augustine School in the order they were randomly selected
- If capacity at St. Augustine School is reached, applications will be placed on the waitlist in the randomly generated order

### Step 4

- 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 in the order they were randomly selected
- If capacity at St. Augustine School is reached, applications will be placed on the waiting list for St. Augustine School based on the randomly generated order

### **Registration Process**

- St. Augustine School is provided an enrollment list.
- Parents will receive a letter from St. Augustine School notifying them of the registration process
- If parents no longer wished to access Catholic programming, they would inform St. Augustine School and register in their catchment area school prior to Friday, March 3, 2023.
- The applicant would be removed from the enrollment and waiting list if applicable
- Waiting list provided to St. Augustine School
- 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 directed to the catchment area school and placed on the end of the waiting list for St. Augustine School if so desired.