

Memo

To: School Administrators
From: Tony Stack, Associate Director of Education
Cc: Assistant Directors of Education - Programs
Date: April 25, 2017
Re: Kindergarten Registration

Hi Everyone.

The Newfoundland and Labrador English School District online KinderStart/Kindergarten registration process begins in May. Once Kinderstart students are registered for September 2017, they will also be registered for Kindergarten for the following school year (2018-2019).

Online registration will be available on the District website (www.nlesd.ca) by region on the following dates and times. While the District will be advertising these dates, you are also encouraged to advertise the online registration process through your usual means of communication - e.g., newsletter, memos, website, Twitter, etc.

For the Labrador, Western and Central regions: 9:00 a.m., Monday, May 8th until 9:00 p.m., Tuesday, May 9th, 2017.

For the Eastern region: 9:00 a.m., Wednesday, May 10th until 9:00 p.m. on Thursday, May 11th, 2017.

Administrators in the Burin and Vista areas must inform their parents and guardians that they are now to register during the dates and times assigned for Central, not Eastern as in the past.

Below are some key points to keep in mind as you prepare for and execute the online KinderStart/Kindergarten Registration process. Please ensure this information is shared with staff (other administrative team members, secretaries) who normally accept registrations.

Key Points:

1) Attached please find a pdf version of the online KinderStart/Kindergarten registration form. Once the online system closes after the two days of registration, you may use this form to collect the information at your school for any late registrants. Schools will then enter this information on line through Member Services.

2) MCP #s - For any student who does not have a MCP number, you are asked to generate a number at the school prior to registration day and keep a record of the numbers and names of individuals to whom they are assigned. There will not be a link on the online registration form to generate a number.

Please generate numbers as follows:

MCP #s are 12 digits. The first three digits should be your school number, followed by 8 zeroes, and then the number 1 for the first MCP # you generate, number 2 for the second, and so forth. For example, if your school number is 892, the first three MCP #s you generate would be:

892 000 000 001

892 000 000 002

892 000 000 003

3) Any parents/guardians who require assistance with the registration process, particularly Internet access, have been advised through our advertisement processes to contact their zoned school by May 4th. This is particularly important for parents registering for Early French Immersion where there are limited spaces. It is important that all parents who wish to avail of Early French Immersion registration have equal access at 9:00 a.m. on the first day of registration, and the device/computer you provide must be Internet-ready at that time for each individual. If you feel this will be problematic at your school, please advise your SEO and we will work with you to find a solution. There will be plenty of time within the two-day registration process for parents registering for the English program, so these parents can be scheduled for computer access later in the day or the next day as necessary.

4) The online registration will open at 9:00 a.m. This will be controlled from District office and a counter will be in place on the website counting down to 9:00 a.m. Parents/guardians will need to refresh their webpage at 9:00 a.m. in order to access the registration form with a submit button at the bottom of the page.

5) Once parents register, administrators will have access to the data via Member Services. If you require assistance with this please contact your SEO.

6) Once parents/guardians complete the online registration, they will be asked to provide proof of address and verification of MCP in person at the school in which they registered no later than May 26th. Please note that the MCP will provide verification of Date of Birth. It is very important that as soon as parents bring the verification information to the school, the school personnel handling the registration logs into

Member Services to approve the student's physical address. A reminder email will be sent by the online registration system to any parents/guardians for whom you have not indicated approval online.



Address is approved if the student address is within your zone. For schools with French Immersion applicants, please verify that the applicants are registered in the correct school (i.e., registered for their neighborhood school if it offers EFI, or registered for the next closest school where EFI is offered). It is very important that this be completed accurately to ensure appropriate decisioning regarding access to EFI.

7) For parents requesting a transfer, please ensure they follow the Transfer policy as per usual.

8) Parents/guardians will receive the following email notifications which will be generated by the District:

- Registration confirmation indicating that their application has been received and that they should provide proof of address and verification of MCP to the school prior to May 26th. This email also indicates that this does not guarantee acceptance and that acceptance letters will follow.
- Registration was received and is incomplete until proof of address and verification of MCP have been received at the school.
- One of the two following emails:
 - (i) Registration application has been accepted and the school will be in contact once school opens in September.
 - “OR”
 - (ii) Registration application has been currently waitlisted for EFI. The school will be in contact after school opens in September.

Thank you for your attention to this matter, and if you require any additional information specifically related to the registration process please contact Mr. Jamie Coady, Senior Education Officer, at 757-4642 or jamiécoady@nlesd.ca, or your Family of Schools Senior Education Officer.

Best wishes for a smooth registration process,

Sincerely,



Tony Stack
Associate Director of Education
E-mail: anthonystack@nlesd.ca
Phone: 709 758 2701

