

## 2024-2025 Application Procedures and Information INTERNATIONAL STUDENTS

Please complete and submit the following for each student:

- **Application for Admission Form**
- **Application Fee \$83** (non-refundable) (credit card over the telephone or PayPal on the school website)
- **Academic Transcripts or Report Cards**
  - Last completed year and any subsequent reports
- **Documentation**
  - Student's Birth Certificate **OR** ID page of Passport
  - Student's Immunization Records
  - Letter of Recommendation
  - Student's Current Medical Report (form attached)
  - Student Guardian Form
  - Parent / Guardian's Birth Certificate if born in Canada
  - Parent / Guardian's Canadian Passport, Citizen Card, PR Card or Landing Paper if not born in Canada

### **STEP 1: Application Forms Submitted to Deer Lake School**

The Deer Lake School application form (fillable pdf) is available on our school website, under Admissions. Once you have completed the application form and all accompanying paperwork is assembled, please scan it all and email to **Mrs. Christina Luk, the officer manager** at [admissions@deerlakeschool.ca](mailto:admissions@deerlakeschool.ca). She will reply to your email and let you know if you are missing any documents.

**Original Documents with Translation Verified:** Please make copies of your ORIGINAL documents, and if they are in a language other than English, documents need to be translated into English by an official translation organization and verified by a notary public.

Original documents will need to be verified by Deer Lake School at your interview in Step 2 or before a student begins school.

The **Kindergarten application deadline is January 12, 2024** for the upcoming September 2024-2025 school year admission.

The **Grade 1-12 application deadline is Feb. 2, 2024** for the upcoming September 2024-2025 school year admission.

### **STEP 2: Personal Interview and Assessments**

Once your paperwork has been successfully submitted you will be contacted by the school office to schedule an interview. It can be arranged in person, which is preferable, or if the student is still overseas, it can be done via Skype, Zoom or Facetime. This 20-minute interview is with your child, accompanied by you as parents. It is hosted by the principal and vice-principal. The interview is an opportunity

- 1) for our administration to get to know you and your child
- 2) to understand your needs and expectations
- 3) to review our vision and philosophy of education with you
- 4) to address any specific questions you may have about our school at that time.

Based on the information shared in your application, the school may ask to conduct **additional assessments** of your child to determine grade placement, educational support services needed, or English language proficiency level.

**(KINDERGARTEN ONLY)**

**Book a Time for an Early-Learning Group Interview Session**

Once a completed kindergarten application form has been successfully submitted to the school, all applicants will be contacted by the school office to register for a 30-minute group interview session taking place in the Kindergarten classroom on **Sunday, January 21, 2024** in groups of about 10 children. Please note that time slots fill up quickly, and your preferred time may not be available, so please have a first and second choice option:

- 10:00-10:30 am
- 11:00-11:30 pm
- 12:30-1:00 pm
- 1:30-2:00 pm
- 2:30-3:00 pm

During the 30-minute session, children will complete teacher-directed tasks, engage in free play, and have an opportunity to participate in Centre-Time. The Deer Lake School principal and Kindergarten teacher will be present to spend time with and observe the children. These sessions will help us determine which students are ready for our kindergarten program. Some of the skills assessed include gross motor skills, the ability to follow directions, social interaction and self-regulation.

**Kindergarten interview appointments** will be scheduled on weekdays **Jan. 29-Feb. 9, 2024**  
**Gr. 1-12 interview appointments** will be schedule on weekdays **Feb. 5-16, 2024**

**STEP 3: Notification of Admission:**

Following your interview with the administration team, parents will be notified with details of your child's acceptance for the September 2024-2025 school year. Students will be accepted based on space and/or suitable program availability or waitlisted.

**Kindergarten notification of acceptance** will be no later than **Feb. 16, 2024**.

**Grade 1-12 notification of acceptance** will be no later than **Feb. 23, 2024**