

Primary Registration Process 2022-23

The Primary Registration process will occur centrally for the 2022-23 school year. Feedback and learnings from last year have helped us to streamline the process in order to serve families and schools in a clear and systematic manner. Please note the following:

- Registration will open on January 12, 2022 and we will ask families to please be registered by February 18, 2022.
- Families will only be permitted to apply for French Immersion after they have registered their child in their catchment area school.
- Registration data will be verified centrally and then housed in Integrated Services for schools to access.

The following process outlines the workflow that will be undertaken in order to increase the accuracy of data collection and provide updated information to schools in an ongoing manner.

WORKFLOW:

Data Entry

- Registration will open on ccrce.ca and will be pushed through social media by the Communications Manager.
- Schools will push the registration information on their school websites and social media platforms.
- Families will complete online registration forms; they will receive an electronic “success” notification once submitted with all required fields completed.
- If parents/guardians contact the school or Family Office for support with registration, the AA can enter an application online on behalf of the parent.
- If parents/guardians are unsure of their catchment school, and reach out to inquire (i.e. call bus garage, Family Office, or local school), the AA receiving the call can use Bus Planner to determine the catchment area school (Chignecto, Cobequid and Nova Families). Celtic catchment inquiries can be directed to the Family Bus Garage.

Data Verification

- Student data will be received in Integrated Services by the FoSS and the FoSS AA.
- The FoSS AA will:
 - use Bus Planner to verify catchment schools
 - “clean” the data, contacting the parents as necessary to ensure the data is accurate and errors are corrected
 - discuss any questionable addresses to verify catchments with the Family Operational Services AA
 - notify families if they registered their child in an incorrect school and correct the error
 - electronically approve the verified data in Integrated Services. This will release the data to be accessed by the individual school Principal. The data will remain available to FoSS and FoSS AA.

ADDITIONAL INFORMATION:

- Beginning in February, updated data will be received by schools in Integrated Services on a regular basis. An electronic notification will be set up for Principals **after** February 18, 2022 since a larger volume of applications will be entered before this time.
- We are examining the possibility of a data export from Integrated Services into PowerSchool once all registration information is verified and sorted. The goal is to avoid an additional task at the school level, therefore ***schools should not enter Primary registration data into PowerSchool at this time.***
- Much the same process will occur for **Pre-primary registration** but the student information entered by families online will be managed and verified by Pre-primary staff.

Early French Immersion Registration Process 2022-23

The primary online registration form will provide families with the option to apply to one of the four Early Immersion programs.

Data Entry

- Registration will open on ccrce.ca and will be pushed through social media by the Communications Manager.
- Schools will push the registration information on their school websites and social media platforms.
- Parents will complete an online registration form for their **catchment area school** and complete an additional portion of the form indicating they would like to apply for Early Immersion; they will receive an electronic “success” notification once submitted with all required fields completed.

Data Verification

- Student data will be received in Integrated Services by the FoSS and the FoSS AA.
- The FoSS AA will:
 - follow the process to verify and electronically approve in Integrated Services. This will release the data to be accessed by the individual **catchment area Principal**. The data will remain available to FoSS and FoSS AA.
- Once students are accepted into Early Immersion, primary lists in Integrated Services will be **updated centrally through French Programs and schools will be notified once this is complete.**