

REGISTRATION and TRANSFER PROCEDURES

EARLY AND LATE FRENCH IMMERSION (EFI, LFI) - Northeast Avalon

**including St. John's, Mount Pearl, Paradise, Conception Bay South, Torbay, Portugal Cove-St. Phillip's, Logy Bay-Middle Cove-Outer Cove*

Early French Immersion – Registration Protocol:

All applications for registration for EFI must follow the NLESD registration protocol.

In a school where Early French Immersion programming is offered, the following will have registration assessed equally based on time of registration:

- Parents/guardians who reside in an area zoned for the school.
- Parents/guardians whose zoned school does not offer Early French Immersion but this school is closest to their place of residence. *[Parents/guardians who avail of this option shall be responsible for their own student transportation.]*
- Parents/guardians who already have a child enrolled in Early French Immersion in the school and who wish to enroll their other child in the same school. *[Parents/guardians who avail of this option shall be responsible for their own student transportation.]*

In all three examples, applications shall be reviewed in the order of registration as determined by the date and time of submission on the District student registration form.

- Following the registration process, administrators in schools with Early French Immersion shall consult with district personnel to review all applications prior to the acceptance of students into the early French Immersion Program.
- The NLESD shall notify all parents/guardians in writing of the status of their child's registration.

The NLESD reserves the right to make the final decision regarding student acceptance and placement.

Early French Immersion – When Offered in Zoned School:

1. Parents/guardians shall make application for registration of their child at their zoned school if Early French Immersion is offered.

2. Applications shall be reviewed in the order of registration as determined by the date and time of submission of the District student registration form.
3. The District reserves the right to make the final decision regarding student acceptance and placement.

Early French Immersion – When Not offered in Zoned School:

1. Parents/guardians shall make application for registration of their child for Early French Immersion at the school closest to their place of residence if the program is not offered at their zoned school.
2. Applications shall be reviewed in the order of registration as determined by the date and time of submission of the District student registration form.
3. Parents/guardians who avail of this option shall be responsible for their own student transportation.
4. The District reserves the right to make the final decision regarding student acceptance and placement.

Early French Immersion – Siblings:

1. Parents/guardians who already have a child enrolled in Early French Immersion at a school which is not their zoned school will be permitted to make application for register of their other child at the same school.
2. Applications shall be reviewed in the order of registration as determined by the date and time of submission on the District registration form.
3. Parents/guardians who avail of this option shall be responsible for their own student transportation.
4. The District reserves the right to make the final decision regarding student acceptance and placement.

Early French Immersion – Change of Address:

1. Parents/guardians who have a change in their place of residence after the registration and acceptance process has been completed, will have their registration forwarded to their new zoned school and will be placed on the waitlist for their new zoned school based on the time and date on the initial registration form, if no space is available.

2. If no space is available in the new zoned school, the student may remain at the school of initial registration. [Parents/guardians who avail of this option shall be responsible for their own student transportation.]

Early French Immersion – Transfer Requests:

1. Parents/guardians who register their child in Early French Immersion at their zoned school or at a school closest to their place of residence if Early French Immersion is not offered in their zoned school, may request to transfer their child to Early French Immersion at another school.
2. Parents/guardians are requested to submit a Student Transfer Request Form at the time of registration to the school which is being requested.
3. Applications for transfer requests shall be reviewed in the order of request as determined by the date and time of submission on the District Student Transfer Request Form.
4. Children living in an area zoned for the school, children whose zoned school does not offer Early French Immersion and the school is closest to their place of residence and children with siblings in Early French Immersion at the school will be given priority for acceptance over any requests for transfer.
5. Parents/guardians who avail of the transfer option shall be responsible for their own student transportation.
6. Student transfer requests will not be considered until September of the Kindergarten year to ensure space availability.
7. The administrator of the requested school shall advise the administrator of the zoned school of the decision regarding a student transfer request.

Late French Immersion:

1. In schools offering Late French Immersion, information about the Program and registration packages shall be provided for all Grade 6 students in their feeder schools and their parents/guardians in January.
2. The deadline for registration for Late French Immersion at the school level is the end of January.
3. The principal shall recommend to the District the placement of students in Late French Immersion based on a review of the student's registration form, student's academic record and teacher recommendation.

4. Principals of schools where Late French Immersion is offered shall inform the District of the final registration numbers during the first week of February.
5. Where possible the district shall assign students to Late French Immersion programs based on the current Intermediate School feeder system.
6. In a case where the designated intermediate school does not offer a Late French Immersion program, the District reserves the right to assign students to existing programs in other schools. Parents/Guardians who avail of this option shall be responsible for their own student transportation.
7. The District, through the school, shall notify all parents/guardians of the status of their child's registration before the end of the current school year.
8. The recognized entry point for Late French Immersion is Grade 7. In extenuating circumstances parents/caregivers may make a written request to the District for entry into Late French Immersion at grades other than the recognized entry point of Grade 7. The District, in consultation with the school and parents/caregivers, shall address each request on an individual basis.