



## **FREQUENTLY ASKED QUESTIONS**

### **OFF-RESERVE SCHOOL NEW REGISTRATIONS**

**\*\*As grade levels at schools are filled, any applications will be placed on a waitlist.\*\***

#### **What schools off-reserve can I register my child/student at?**

For Golden Hills School District there are five schools:

- Strathmore High School
- Carseland School
- Crowther Memorial Junior High School
- Wheatland Crossing School
- Westmount School

For Palliser School Division there are two schools:

- Arrowwood Community School
- Milo Community School

For Grasslands Public Schools there is one school:

- Bassano School.

#### **Can you explain the process?**

Step 1: Fill out the SBE Pre-Registration form for Off-Reserve Schools. Include the latest report cards, birth certificates, updated custody/guardianship documents (if applicable), medical/assessment reports. If needed, please contact the last school attended for documents.

Step 2: Fill out a registration form for the school you would like to register your child/student in.

Step 3: SBE Student Services department will bring this document package to the superintendent for approval

Step 4: Forms will be sent to the designated contact person of the school requested.

Step 5: The requesting school will contact the parent/guardian if the child/student is approved to attend.

Step 6: If approved, parent/guardian is to contact the transportation department at SBE to confirm registration and establish bus pick-up/drop-off for your child/student.

### **Can I register my child/student at any grade level?**

No, only grades 1-12 can apply for registration.

Kindergarten and Preschool level are not covered for tuition by SBE.

### **Where can I register my child/student?**

Registration forms are available online and at the SBE office.

Off-reserve registration **MUST** go through SBE first. Drop off or email completed registration forms to SBE for processing.

Provide a copy of supporting documents:

- Birth certificate
- Report Cards
- Custody/guardianship documents (if applicable)

### **What if off-reserve registration is full?**

If an off-reserve school is full, then the student will be placed on a waitlist.

### **How long are they on the waitlist for?**

They will remain on the waitlist **ONLY** for the duration of the school year. The reason for this is that if a student leaves during the school year, the next student on the waitlist will be eligible for that seat.

The waitlist resets for each new school year, so you will have to re-apply again to be placed on the waitlist.

**Do I need to re-register for a returning student?**

Yes, every school year requires a registration form for all students.

**My child/student needs to take the school bus. How do I register for bussing?**

You may register a new student for bussing.

Once you have received confirmation that your child/student is registered at their school, call SBE and ask to speak to Transportation for bussing registration.

Be prepared to provide your name, contact number, name of student, name of school, and house and map numbers.

**Do I need to re-register for bussing?**

For returning students, no, you do not need to re-register unless the student's pick-up or drop-off location has been changed.

**My child/student has been away from school for awhile and wants to go back. Do I need to re-register them?**

Yes, they will have to re-apply as a new registration with SBE

**Is financial assistance available for school fees?**

No.

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If you have any questions, please contact the Siksika Board of Education at 403-734-4028 or email [siksikaed@siksikaboardofeducation.com](mailto:siksikaed@siksikaboardofeducation.com), and you will be directed to a staff member who can best assist you.

**Thank you!**