



ST. JOHN BOSGO Catholic Elementary School

7411-161A Avenue NW Edmonton, AB T5Z 3V4 • 780 471-3140 • www.stjohnbosco.ecsd.net

SJB REGISTRATION PROCESS INFORMATION FOR PARENTS 2024-25

Entering a new school is an exciting time for both parent and child and it is an especially important first step if you happen to be registering a child in Kindergarten. Regardless of the grade your child is entering our school, we are dedicated towards ensuring a smooth transition into our school. To that end, we would like to share important information as you apply to register your child(ren) at St. John Bosco School.

Below are **step by step instructions on how to proceed to complete your application to register at our school**. The information provided will assist you in all the necessary steps to complete your application and to ensure that you gather and include all the necessary documents as part of the application process.

Your online registration will only be considered when ALL the specified steps are completed, and the necessary documents are provided as part of your application. Please follow the steps below.

Step 1: GATHER DOCUMENTATION YOU WILL REQUIRE AS PART OF THE ONLINE REGISTRATION FOR YOUR CHILD(REN):

Provide a copy of:

- Child's Birth Certificate
- Proof of Residency to verify home address (utility bill) and if applicable, childcare provider confirmation.
- Provide a copy of the Parents Alberta Driver's License
- Information for Sacramental Preparation (Baptismal Certificate, Communion, Confirmation)

Step 2: COMPLETE YOUR CHILD(REN)'S REGISTRATION ONLINE

- Complete the online registration form using the following link below; you must **do this step for each child** that you wish to [register here](#). Ensure that you are clicking on the 2024-2025 registration document, which will go live on February 1, 2024.
- Complete fully each section as prompted
- Upload all documents from Step 1 above.
- Ensure that all emails for both mother and father are current and updated, as that is the only form of communication our staff will use at this stage in the registration process.
- Sign off and click submit at the end of the form

Step 3: TRANSPORTATION:

- Phone our office staff (780-471-3140) to determine if you qualify for transportation based on your address and distance from the school.
- For additional information and forms related to Transportation, click on the link below, <https://www.ecsd.net/page/1263/transportation>

Step 4: VERIFY COMPLETION OF THE STEPS OUTLINED TO ENSURE THERE ARE NO DELAYS IN PROCESSING YOUR REGISTRATION

- Check that all the above steps have been completed. If your application is incomplete, we will not be able to accept it and this will delay the process.





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Step 5: REVIEW OF APPLICATION:

- The principal will review and approve the application for your child's registration online and will determine based on space and programming needs of your child, whether your child will be enrolled at our school.
- **If accepted**, you will receive an acceptance letter via email confirming your child's registration.
- **If declined**, you will receive a letter indicating that your registration has been declined.

If your child is applying for Kindergarten, please note that *Kindergarten preference in either the am or pm class does not guarantee placement in that time slot.* Administration considers several variables in placing children to ensure balance in each of the classrooms.

If you are registering your child in any grade from 1-6, please be advised that the decision for your child's placement in a specific class is based on several variables and final placement is determined by the principal. Many factors are considered in the construction of class groupings to ensure balance and the optimal placement of all children.



Celebrating God and Youth