



**Central Okanagan  
Public Schools**

Together We Learn

**ONLINE APPLICATION for STUDENT ENROLLMENT begins on  
Monday, February 3, 2025, at 7:00 am for 2025 - 2026 School Year**  
(for kindergarten, new students, and Programs of Choice for K – 12)

Schools will be open at 7:00 am to provide support to parents that require assistance.

Documentation Submission Deadline: **Friday, March 14, 2025**

If you are new to Canada, please contact the Welcome Centre for enrollment information at (250)470-3258

**HOW TO APPLY**

**PLEASE NOTE:** *The application process is online only. You are required to have a valid email account.*

In your web browser type: <https://enrollment.sd23.bc.ca>

**No internet access?** Please contact your school for assistance.

**Online applications begin on Monday, February 3, 2025 at 7:00 am.** Applications will be assigned a date-time stamp on a first-come, first-served basis, which will factor into a student's placement priority.

Complete the online application as early as possible, and provide the required documents listed below directly to the school in person or by email by **Friday, March 14, 2025**.

1. Student's **Birth Certificate** or other government issued proof of age and citizenship.
2. **Proof of Parent/Guardian B.C. Residency**
  - a. Combination BC Driver's License and Services Card (copy of both sides); or,
  - b. BC Services Card (copy of both sides) **and** one item from the list of supporting documentation below; or,
  - c. Proof of application for BC Medical Services Plan and one item from the list of supporting documentation below.
3. **Proof of Parent/Guardian Living Address/Supporting Documentation**
  - Ownership of a dwelling or long-term lease or rental of a dwelling;
  - Documentation indicating British Columbia residence (i.e. utility bill);
  - British Columbia registration of an automobile;
  - British Columbia Driver's License (copy of both sides); or,
  - A current income tax return filed as a British Columbia resident.

**AFTER Thursday, August 28, 2025**

**New in-catchment area enrollments:** Parents will be notified by a confirmation email when the school has accepted the student's application for enrollment. Board Policy 405R – Student Placement (Regulations), will be used to determine student placement and priority.

**New out-of-catchment area enrollments:** Parents may not be notified until after the summer enrollment period is over and all in-catchment area students have been placed.

**Qualifying age:** The School Act requires that a child must be five years of age by December 31, 2025, to qualify for school enrollment in September 2025. No exceptions.

**For further information, please visit the School District website [www.sd23.bc.ca](http://www.sd23.bc.ca) or call (250) 860-8888.**