

## Registration and Transfer Procedures Early and Late French Immersion (EFI, LFI)

### Early French Immersion (EFI) – Registration Protocol:

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

In a school where EFI programming is offered, the following will have applications for 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 EFI 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 EFI 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 NLSchools student registration form.

- Following the registration process, NLSchools personnel will consult with administrators in schools with EFI, to review all applications prior to the acceptance of students into the EFI Program.
- NLSchools shall notify all parents/guardians in writing of the status of their child's registration.

NLSchools reserves the right to make the final decision regarding student acceptance and placement

### Early French Immersion (EFI) – When Offered in Zoned School:

1. Parents/guardians shall make application for registration of their child at their zoned school if EFI is offered.
2. Applications shall be reviewed in the order of registration as determined by the date and time of submission of the NLSchools student registration form.
3. NLSchools reserves the right to make the final decision regarding student acceptance and placement.

### Early French Immersion (EFI) – When Not offered in Zoned School:

1. Parents/guardians shall make application for registration of their child for EFI 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 student registration form.
3. Parents/guardians who avail of this option shall be responsible for their own student transportation.
4. NLSchools reserves the right to make the final decision regarding student acceptance and placement.

### Early French Immersion (EFI) – Siblings:

1. Parents/guardians who already have a child enrolled in EFI 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 student registration form.
3. Parents/guardians who avail of this option shall be responsible for their own student transportation.
4. NLSchools reserves the right to make the final decision regarding student acceptance and placement.

### Early French Immersion (EFI) – 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. The student 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 (EFI) – Transfer Requests:

1. Parents/guardians who register their child in EFI at their zoned school or at a school closest to their place of residence if EFI is not offered in their zoned school, may request to transfer their child to EFI 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 NLSchools Student Transfer Request Form.
4. Children living in an area zoned for the school, children whose zoned school does not offer EFI 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 (LFI):

1. In schools offering LFI, 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 LFI at the school level is the end of January.
3. The elementary school principal shall forward the completed applications for LFI to NLSchools in the first week of February.
4. Where possible NLSchools shall assign students to LFI programs based on the current Intermediate School feeder system.
5. In a case where the designated intermediate school does not offer a LFI program, NLSchools 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).*
6. NLSchools, through the school, shall notify all parents/guardians of the

status of their child's registration before the end of the current school year.

7. The recognized entry point for LFI is Grade 7. In extenuating circumstances parents/guardians may make a written request to NLSchools for entry into LFI at grades other than the recognized entry point of Grade 7. NLSchools, in consultation with the school and parents/ guardians, shall address each request on an individual basis.