

ELEMENTARY CAMPUS APPLICATION CHECKLIST 2022-2023

- **Scan the following list of documents to PDF files.** ([Instructions here](#)). Make sure you scan both sides of the documents where there is information on both sides. **DO THIS BEFORE YOU BEGIN THE ONLINE APPLICATION.**
 - Psychological Assessment (**Required document**)
 - Birth Certificate (**Required document**)
 - Most recent report card (Grades 2-4) (**Required document**)
 - Immigration Documentation, if applicable. Canadian Passport preferred, however this may also include a Permanent Residency Card, Work Visa, Student Visa, Permanent Landed Immigrant papers or a Canadian Citizenship Card.
 - Any assessment documentation other than the Psychological Assessment i.e. assessment to address social/emotional/behavioural concerns.
 - An Individual Program Plan (IPP) associated with behavioral intervention funding, Primary Unit Funding (PUF), or any Severe Disabilities funding.
 - Custody or Guardianship documentation if applicable.
- When you fill out the application form, you will be asked to provide the email address of an individual who can complete a **Teacher Inventory of Learning Strengths (TILS)** survey for your child. Our preference would be your child's current homeroom teacher, a resource teacher or guidance counselor who has recently worked with your child or an administrator at your child's current school. However, we understand that some schools will not allow teachers or staff members to complete forms for external schools. While your child will not be penalized if the teacher is not able to fill out the form, you are also welcome to have a coach/piano teacher/tutor (someone other than a relative who knows your child well) complete the form. If you are unable to complete the TILs, it will not impact your child's application. ** Please note that although the TILS can be very helpful in our assessment of your child, it is an optional form. Disregard the TILS question if you have no one to fill out the form. **If you do have an individual in mind who can fill out the form and return it to us, make note of their email address now.** **We must receive the TILS prior to the application deadline.*
- **Set aside at least one hour** to complete the application.
- **Apply using SchoolEngage**
 - **New to Westmount families** must create a new SchoolEngage account to apply. ([Instructions here](#)).
 - **Current Westmount families** may access SchoolEngage from their Parent PowerSchool account and **do not** need to create a SchoolEngage account. ([Instructions here](#))
- **Complete the online Application form**, uploading your scanned files where indicated. You must submit the required documents in the bulleted list above, any other documentation (where applicable) and complete all questions in the application

form before you will be able to submit. You may save the form and come back to it as many times as you need to. Once you submit the application, you may not make any changes to the form.

PLEASE READ THESE IMPORTANT STATEMENTS REGARDING OUR GIFTED PROGRAM

- ✓ WESTMOUNT CHARTER SCHOOL'S MANDATE IS TO TEACH INTELLECTUALLY GIFTED STUDENTS. STUDENTS SHOULD TYPICALLY HAVE EITHER A FULL SCALE IQ SCORE (FSIQ) OR GENERALIZED ABILITIES INDEX (GAI) OF **130 +/- 5**.
- ✓ WESTMOUNT CHARTER SCHOOL'S PRIMARY OBJECTIVE IS *NOT* HIGH ACADEMIC ACHIEVEMENT. WE VALUE AND ENCOURAGE GOOD MARKS, BUT **OUR #1 PRIORITY IS PROVIDING APPROPRIATE AND EFFECTIVE PROGRAMMING FOR GIFTED LEARNERS. IT IS NOT HIGH MARKS.** PLEASE GIVE THIS SERIOUS CONSIDERATION BEFORE APPLYING.
- ✓ ALL APPLICATIONS SUBMITTED TO WESTMOUNT BY **WEDNESDAY, DECEMBER 15TH, 2021, AT 3:00 PM**, WILL BE CAREFULLY REVIEWED, AT ONE TIME, (OR "INDIVIDUALLY") BY OUR INTAKE COMMITTEE. THERE IS NO PREFERENCE GIVEN TO APPLICATIONS SUBMITTED BEFORE THE APPLICATION DEADLINE.
- ✓ WESTMOUNT CHARTER SCHOOL CONSISTENTLY RECEIVES MORE APPLICATIONS THAT IT HAS SPOTS FOR. ALTHOUGH YOUR CHILD MAY QUALIFY TO ATTEND WESTMOUNT, HE/SHE MAY BE PLACED ON A WAITLIST, OR HAVE HIS/HER APPLICATION DISCONTINUED.
- ✓ **PLACEMENT ON A WAITLIST DOES NOT GUARANTEE A SPOT AT WESTMOUNT.** IF WE ARE UNABLE TO OFFER YOUR SON OR DAUGHTER A PLACE AT WESTMOUNT CHARTER SCHOOL FOR THE 2022-2023 SCHOOL YEAR, YOU WILL NEED TO RE-APPLY THE FOLLOWING YEAR BY BEGINNING A **BRAND NEW ONLINE APPLICATION IN SCHOOLENGAGE**. WE DO NOT MAINTAIN A WAITLIST FROM YEAR TO YEAR. YOU WILL NOT BE REQUIRED TO GET A NEW PSYCHOLOGICAL ASSESSMENT TO RE-APPLY IF IT IS NO MORE THAN 3 YEARS OLD AT THE TIME OF A RE-APPLICATION.
- ✓ EVERY YEAR, THE ELEMENTARY CAMPUS AT WESTMOUNT CHARTER SCHOOL IS ABLE TO OFFER **UP TO A MAXIMUM OF 76 SPOTS IN KINDERGARTEN**. TYPICALLY, WE ARE ABLE TO OFFER 4-8 SPOTS AT GRADES 1, 2, 3 AND 4. THIS MAY VARY FROM YEAR TO YEAR, DEPENDING ON THE LEVEL OF COMPLEXITY OF APPLICANTS AND CURRENT STUDENTS.
- ✓ COMMUNICATION BETWEEN THE ELEMENTARY CAMPUS AND APPLICANTS SHOULD BE DONE USING THE EMAIL ADDRESS admissions@westmountcharter.com RATHER THAN PHONING THE ELEMENTARY CAMPUS OFFICE.