



ELEMENTARY CAMPUS - APPLICATION CHECKLIST
Please ensure you have read the Westmount Charter School
Application/Admission FAQs

STEP 1: DO THIS BEFORE YOU BEGIN THE ONLINE APPLICATION.

- ☐ Obtain a Psychological Assessment and ensure you meet the criteria for Westmount.
- ☐ Scan/convert the following list of documents to PDF files. Make sure you scan both sides of the documents where there is information on both sides of the documents if needed.
 - ☐ Birth Certificate (Required Document)
 - ☐ Most recent report card (Grades 2-4) (Required Document)
 - ☐ An Individual Program Plan (IPP) associated with behavioural intervention funding, Primary Unit Funding (PUF), or any Severe Disabilities funding. If available.
 - ☐ Any assessment documentation other than the Psychological Assessment i.e., an assessment to address social/emotional/behavioural concerns.
 - ☐ Immigration Documentation, if applicable. Canadian Passport is preferred; however, this may also include a Permanent Residency Card, Work Visa, Student Visa.
 - ☐ Permanent Landed Immigrant papers or a Canadian Citizenship Card, if applicable.
 - ☐ Custody or Guardianship documentation, if applicable.

STEP 2: START APPLICATION IN School Engage

- ☐ Set aside at least one hour to complete the application. You may save the form and come back to it as many times as you need to.
- ☐ Click on APPLY NOW
 - ☐ New to Westmount families must create a new School Engage account to apply.
 - ☐ If you applied last year, you may use that same account.
 - ☐ Current Westmount families may use their current School Engage login to apply.
 - ☐ NOTE: School Engage is different from regular PowerSchool.
- ☐ Complete the online Application form
- ☐ Upload your PDF files where indicated. You must complete all questions in the application form before you will be able to submit.
- ☐ Contact information to be included. Primary contact will be the person who receives all communications from School Engage. Please do not use a Hotmail email address as the primary contact email address.



- ☐ Fill in Student Information
- ☐ Write and upload "WHY WESTMOUNT" for your child
 - ☐ During the application process, as a parent/guardian of the applicant, you will be asked to upload a separate written document (in .pdf format) answering the following question: (Required document)
 - ☐ Why do you believe Westmount Charter School is the right fit for your child? Please tell us about your child as an individual (strengths, interests, personality, learning needs). Please share one specific moment, experience, or observation that made you feel Westmount may be a good fit for your child.
- ☐ Submit your application.

STEP 3: CHECK YOUR EMAIL

- ☐ Check the primary contact's email for confirmation of the application being submitted. Please do not use a Hotmail account as the primary email contact.
- ☐ Please check the Elementary Campus Admissions Timeline to review when you will be contacted regarding application status.