



## 2020-21 Registration & Class List Processes

Raymond Elementary School will begin its 2020-2021 school year registration process on **Friday, April 3**. Please go to our website at [www.res.westwind.ab.ca](http://www.res.westwind.ab.ca) and find the “Student Registration” section under “Quick Links”.

### How to Register

- If this is the first time your child is attending RES (including Preschool or Kindergarten), click on “New Student Registration” and follow the online process.
  - In order to register for Preschool, your child must turn 4 on or before Dec. 31, 2020.
  - In order to register for Kindergarten, your child must turn 5 on or before Dec. 31, 2020.
- If your child has already been attending at RES (including students who were in Preschool and Grades K-6), click on “Students Returning to Westwind” and follow the online process. You will receive a “SNAP CODE” via email from Westwind School Division to use to verify and update all information.
- Registration will only be considered complete after:
  - online forms & proof of citizenship (birth certificate, passport) have been received, and
  - fees have been paid (Fees can be paid through etransfer to [resfees@westwind.ab.ca](mailto:resfees@westwind.ab.ca))
    - Fees must be paid in full for Kindergarten
    - \$100 deposit must be received for Preschool, and arrangement can be made in September for further payments
- Preference for AM/PM will only be given once registration is complete, as long as space is available.

#### K-6 Fees

\$60 School Fee  
\$50 Division Fee  
\$15 (Optional) Yearbook Fee

Total: \$125

#### Preschool Fees

\$500 (School Fee)  
\$15 (Optional) Yearbook Fee  
Total: \$515

- Students beginning preschool will receive information later about an entrance screening process.



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### Class List Process for Grades 1 - 6

Elementary schools across Westwind School Division will be implementing a new process when creating class lists in grades 1 to 6. As students are placed into a class for the upcoming school year by their current teachers, all of the following are considered and balanced:

- Overall Academic Strengths
- Friends at School
- Conflicts
- Matching Student Personality/Needs to Teacher Strengths
- Behaviour
- Additional Supports needed (for example, IPPs or Educational Assistant in class)
- Gender

It is very complex to find a balance of all of those variables. We value parent input into this process; however, after class lists are completed, a request to move classes, though seemingly small, has compounding effects on the balance of those areas. Therefore, please be aware of the following information:

- We ask that all parent input happens before class lists are made. If you would like to provide us with information please visit our website and print a parent input page, fill it out and turn it in to our office (Please ring the doorbell at the front door or scan and email it to [res@westwind.ab.ca](mailto:res@westwind.ab.ca)). **This form must be turned in by April 30.** Late forms will not be considered.
- **Requests made directly to teachers will not be considered.** These sorts of requests can put teachers in a professionally compromising position with their colleagues and an awkward position with their community friends.
- **Changes to class lists will not be made after class lists are completed.**

Thank you for your time and we look forward to educating your children,

Jerry Salmon  
Principal 2020-21

Elaine Ross  
Vice Principal