



Westmount Charter School

2018/19 Application Guide to Westmount Charter School Elementary Campus

- STEP 1: Attend Open House(Optional) – June 13, 2017 @ 7pm OR September 14 , 2017 @ 7pm**
728-32 St. NW, Calgary AB at 7pm.

- STEP 2: Application Package Due – Anytime from September 5, 2017 until December 1, 2017 at 3pm.**
 - Application Package includes:
 - ✓ Application for Admission
 - ✓ Demographic Overview
 - ✓ 2 Photocopies of Psychological Assessment
 - ✓ Parent Inventory for Finding Potential (PIP)
 - ✓ Teacher Inventory of Learning Strengths (TILS)
 - *Kindergarten applicants do NOT need to submit a TILS.
 - *The TILS is **optional**, as some schools do not allow teachers to complete this form. Should your child’s teacher not complete this form, **it will not affect your application.**
 - ✓ Immigration Documentation (If Applicable)
 - ✓ Preliminary Medical Form
 - ✓ Birth Certificate
 - ✓ Immunization Records
 - ✓ An IPP associated with intensive behavioural intervention funding, primary unit funding (PUF), or severe disabilities funding (if any).

- STEP 3:**
 - **Kindergarten & Grade One Applicants:**
 - **Attend Performance Task Evaluation – January 29 or 30, 2018, from 9:00-11:00am or 12:30-2:30pm**
 - Applicants will receive an e-mail by January 15, 2018, either indicating that the initial review of their application has resulted in its discontinuation or that they are invited to attend the performance task evaluation on January 29 or 30, 2018.
 - Those who do not receive this e-mail by January 16, 2018, and have not previously been notified that their application has been discontinued, are asked to e-mail applications@westmountcharter.com for further clarification of application status.

 - **Grade 2-4 Applicants:**
 - **Attend Interview – January 22 or 23 , 2018**
 - Applicants will receive an e-mail by January 15, 2018, either indicating that the initial review of their application has resulted in its discontinuation or that they are invited to attend an interview on January 22 or 23, 2018.

- Those who do not receive this e-mail by January 16, 2018, and have not previously been notified that their application has been discontinued, are asked to e-mail applications@westmountcharter.com for further clarification of application status.

STEP 4: Receive Notification of Application Decision – February 28, 2018

- All applicants will be informed of Application Decisions on February 28, 2018.
- Applicants who do not receive notification are asked to email the school at applications@westmountcharter.com on March 1, 2018.

STEP 5: Confirm Acceptance of Program Placement – March 7, 2018, 12pm

STEP 6: Attend English as an Additional Language Assessment Appointment (If Applicable) Between March 15-16, 2018.

- Students for whom English is an additional language will be contacted and given appointment times on either March 15-16, 2018 to participate in a receptive language assessment.
- If you indicated that your child is a student for whom English is an Additional Language, and have not received an e-mail to book a receptive language assessment by March 8, 2018 please e-mail us at applications@westmountcharter.com.