



ELEMENTARY CAMPUS - APPLICATION CHECKLIST

Please ensure you have read the WCS 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 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. 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 PowerSchool Enrollment

- 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 PowerSchool Enrollment account to apply.
 - If you applied last year, you may use that same account.
 - Current Westmount families may use their current PowerSchool Enrollment login to apply.
 - NOTE: PowerSchool Enrollment 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 PowerSchool Enrollment. Please do not use a Hotmail email address as the primary contact email address.



- Fill in Student Information
- Overexcitability Questionnaire/Inventory (found in PowerSchool Enrollment)
 - Student to complete the Student Overexcitability Questionnaire (OEQ-IIC) and upload it (for applicants ages 5 -12).
 - Parent to complete the Parent Overexcitability Inventory (OIP-II) and upload it.
- Submit your application.

STEP 3: CHECK YOUR EMAIL

- Check the primary contacts 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.