



Glenn McClure

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Office of the Superintendent

## MEMORANDUM

**DATE:** May 16, 2019

**TO:** ECS/Kindergarten Parent Applicants

**FROM:** Glenn McClure, Superintendent of Schools

**RE:** Information on the ECS/Kindergarten Registration Process

Dear ECS Applicant Parents,

Thank you for registering your child onto the Almadina ECS waitlist.

Please note, all registrants' (students') application are being reviewed and cross-referenced with Alberta Education Guidelines. If there **are missing documents or missing information** (*such that you have not provided important information concerning your child's learning needs or your child's prior school record*), **the registrant's file will be considered incomplete.**

Please ensure you review requirements for a complete file as per online registration requirements. You can find this information on our website at: <http://esl-almadina.com/family-zone/registration-information/>

As a reminder (**as mentioned on our website**), "We rely on **accurate information** from parents/guardians. When **information is incorrect, we are not able to process waitlist information.** Please ensure information is up-to-date and correctly entered (i.e. most recent report card, email address, phone number, birth date). **Incomplete applications will not be considered.** Please ensure you include all of the required information and documentation."

**It is also important for parents to inform us at registration time whether their child has received ESL (English as a Second Language) or ELL (English Language Learning) funding at a previous school.** This would include attendance at a private pre-school or public/private Kindergarten. **The reason we may deny your child access to ALCA is because those previous schools have accessed funding for ESL/ELL from Alberta Education.** This means that ALCA loses a potential year of funding and would receive no support from AE. However, your child is always welcome to reapply for a Grade 1 placement.

**In the 2019-2020 school year ALCA is only offering two ECS/Kindergarten classes.**