

Program Department Memo

JK Registration and Selection Process for the UGDSB French Immersion Program



To: Martha Rogers, Director of Education
From: Peter LeBlanc, French as a Second Language Lead
Tracey Lindsay, Superintendent of Program
Date: October 25, 2016
Report Type: INFORMATION

Background

At the May 24, 2016 Board meeting, the following motion was approved:

That Staff be directed to develop a selection process for registration in the French Immersion program and report back with details of the process prior to November, 2016 in order to create a fair and transparent method for student entry into the French Immersion program.

Appendix E of the attached report lists all approved motions.

Issue

To present the JK Registration and Selection Process for the UGDSB French Immersion Program for September 2017.

Recommendations

It is recommended:

- 1) That Memo 2016-020 entitled "JK Registration and Selection Process for the UGDSB French Immersion Program" dated October 25, 2016 be received.

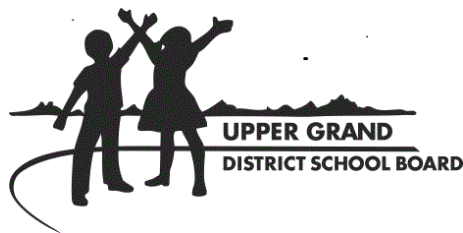
Rationale

See attached report.

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JK Registration and Selection Process for the UGDSB French Immersion Program

**Presented to the Board of Trustees
Upper Grand District School Board**



October 25, 2016

The purpose of this report is to present the details of a new Junior Kindergarten (JK) registration process for the Upper Grand District School Board (UGDSB) to be utilized beginning in the 2017-18 school year and a selection process required to implement the differentially applied school level JK French Immersion (FI) enrolment caps.

The JK registration window has been expanded for both Regular Track (RT) and FI when compared to previous years.

1. Communication Plan for JK Registration and JK French Immersion Selection Process

Information nights at all schools offering JK FI will begin during the month of November and end no later than Friday, December 16th to ensure that interested parents/guardians are provided with adequate information prior to the beginning of the registration period.

In-person information nights will be accompanied by comprehensive paper information from schools via newsletters, letters, print media, etc., and electronically via email and voice message systems, social media, and the Board's and schools' websites.

All RT and FI schools and both Board Offices will be provided with copies of the 2017-18 Student Admission Form. The form will also be available online in fillable PDF format that parents would fill out ahead of time and bring to the school for registration.

All currently published and posted information will be updated to reflect the changes.

The Communication Plan has four goals:

1. to inform the community about changes in the JK registration process and the FI selection process through a variety of channels;
2. to inform UGDSB staff about changes in the JK registration process and the FI selection process;
3. to inform the community about important dates, including public information sessions, the in-person registration process and the FI registration window;
4. to inform parents/guardians of the status of their child's registration in the FI selection process.

It is important that our communication with families includes both those who currently have children in the UGDSB and families with children who will eventually attend a UGDSB school.

All UGDSB elementary schools and the greater UGDSB community will be included in the Communication Plan to ensure that parents/guardians are kept up-to-date on the latest registration information.

Communication will happen at both the school and board level. Questions on the process received throughout the Communication Plan will be directed to the general email address fsl@ugdsb.on.ca to be responded to by the FSL Lead or directed to the appropriate staff. Questions and inquiries from the media will be directed to the Communications Department.

Appendix A outlines the steps to accomplish the goals of the Communication Plan.

2. JK Registration Process

RT and FI JK registration will begin at all elementary schools on **January 9th, 2017 at 9:00 a.m. E.S.T.** Parents will return the completed Student Admission Form (Appendix B) along with all required documentation to the appropriate RT or FI school according to their address. The registration process will also include one evening registration at select locations throughout the UGDSB.

The “on-time” window for JK French Immersion registration will close on **Thursday, January 26th, 2017 at 4:00 p.m. E.S.T.** Any JK FI registration completed after this date and time will not be considered as “on-time”.

The Student Admission Form will be available at all UGDSB elementary schools, at the Board office in Guelph, the Grant Evans Education Centre in Orangeville and online as a fillable PDF.

The Student Admission Form will include:

- A clear distinction between the selection of a RT or FI registration.
- A means of identifying whether or not a registrant has a sibling registered in the UGDSB's French Immersion program.

Registration Process That Follows Is For FI Registrations Only:

For the purpose of this report, a French Immersion (FI) “school” includes a French Immersion centre (e.g., F.A. Hamilton) or a Dual Track school (e.g., Mono-Amaranth).

Parents will return the completed Student Admission Form together with all required documentation to the appropriate FI home school based on their address, or in the case of Out of Area or Out of District, the FI school they wish to attend.

The required registration documentation is as follows:

- Birth certificate or other birth verification source document
- Confirmation of residence
- “Out of Area” form if the pupil does not reside within the attendance area of the French Immersion school that the pupil is requesting to attend
- “Out of District” form if the pupil does not reside within the jurisdiction of the UGDSB.

Home French Immersion school location information is available via www.findmyschool.ca.

Please note: Parents/guardians may only register a child at one school. Registering at more than one FI school will void that child’s FI registration.

Registration to attend a school other than the pupil’s home school (i.e. Out of Area or Out of District) will only be considered after all on-time, home school FI registrations have been considered.

A completed FI registration will include a fully completed Student Admission Form and the presentation of all required registration documentation listed above. Upon receipt of a complete registration package, the office coordinator will issue a French Immersion Registration Receipt with the date and time clearly indicated (Appendix C). The original receipt will be attached to the registration form provided to the FSL Lead. The parent/guardian will be provided with a copy of the French Immersion Registration Receipt, and a copy will be kept at the school.

The French Immersion Registration Receipt will include:

- A unique Registration Code associated with the registrant
- The registering student’s name
- The school’s name
- The parent/guardian’s name, phone number and email address
- The date and time that the registration package was completed

- The Office Coordinator's signature, indicating a completed French Immersion registration
- Information for parents/guardians that clearly states that false information on the Student Admission Form will void the registration
- Information for parents/guardians that clearly states that registering at more than one French Immersion school will void that child's FI registration.
- The parent/guardian's signature will be required to acknowledge both statements and to complete the French Immersion registration.

When the JK French Immersion registration on-time window closes, a copy of the Student Admission Form is to be kept at the school. The originals of all on-time Student Admission Forms and accompanying French Immersion Registration Receipts will be put in a sealed envelope and signed across the seal. The sealed and signed envelope will be sent via Board courier to the FSL Lead at either the Guelph Board Office or the Grant Evans Education Centre in Orangeville.

Important Reminder: An on-time JK FI registration must include the completed Student Admission Form, verification of birth and residence, a completed French Immersion Registration Receipt, and an Out of Area or Out of District form as applicable, received by 4:00 p.m. on Thursday, January 26, 2017.

3. Process for Placement of JK FI Students

Scenario 1

If the number of on-time, fully completed registrations for a FI school is less than or equal to the differentially applied school level JK FI enrolment cap for that school, NO randomly generated list of the Registration Codes will be required and all on-time French Immersion registrants will be placed at that school.

Scenario 2

If the number of on-time, fully completed registrations for a FI school is greater than the differentially applied school level JK FI enrolment cap for that school, a randomly generated list of the Registration Codes will be created for that school.

The process for random selection is outlined in Appendix D - Process for randomly generating list of registration codes for on-time registrations.

Step i)

The student whose Registration Code appears closest to the top of the randomly generated list, who:

- a) is a resident pupil of the Board;
- b) resides within the attendance area of the French Immersion school that the student is registering to attend;
and
- c) has at least one sibling currently registered in French Immersion in UGDSB;

will be placed into the 2017-18 French Immersion program at their French Immersion home school.

This placement will be followed by the second student on the randomly generated list who meets a), b) and c) of *Step i)*. The placement sequence will continue until all students on the randomly generated list who meet a), b) and c) of *Step i)* have been placed **OR** until the last available student space in the respective school has been filled.

If all available spaces at the respective school are filled, the placement process is complete and the remaining students from step i) will be placed on a waitlist.

Step ii)

Once students who meet the criteria in step i) are placed and if spaces remain available at the respective FI school, the student whose Registration Code appears closest to the top of the randomly generated list, who:

- a) is a resident pupil of the Board;
- b) resides within the attendance area of the FI school that the student is registering to attend;
and
- c) does NOT have at least one sibling currently registered in French Immersion in UGDSB;

will be placed next into the 2017-18 JK program at their FI home school.

This placement will be followed by the second student on the randomly generated list who meets a), b) and c) of *Step ii)*. This placement sequence will continue until all students on the randomly generated list who meet a), b) and c) of *Step ii)* have been placed **OR** until the last available student space in the respective school has been filled.

If all available spaces at the respective school are filled, the placement process is complete and the remaining students from Step ii) will be placed on a waitlist.

Step iii)

Once students who meet criteria in *Steps i) & ii)* are placed and if spaces remain, the student whose Registration Code appears closest to the top of the randomly generated list, who:

- a) is a resident pupil of the Board;
- b) DOES NOT reside within the attendance area of the FI school that the student is requesting to attend (Out of Area);
- c) has submitted a complete Out of Area attendance form which is consistent with the provisions of the Out of Area Attendance Policy 501 and handbook (Out of Area permission is only granted on an annual basis and students granted Out of Area status DO NOT receive transportation)

will be placed next into the 2017-18 JK FI program at the requested school.

This placement will be followed by the second student on the randomly generated list who meets a), b) and c) in *Step iii)*. This placement sequence will continue until all students on the randomly generated list who meet a), b) and c) of *Step iii)* have been placed **OR** until the last available student space in the respective school has been filled. Placement at this step will be pending formal Out of Area approval.

If however, all available spaces at the requested Out of Area school are filled, Out of Area requests will be denied and students in this step will not be placed on the waitlist for their requested school. Parents/guardians may now apply to attend their FI home school.

Please note: Parents will need to carefully consider an Out of Area request for FI, as Out of Area applications will be denied if there is no availability of space. If an Out of Area request is denied and a parent still wishes to register their child for FI, they will then need to register at their FI home school. These registrations will not be considered as on-time at their home school; they will be considered as a late registration.

Step iv)

Once students who meet the criteria in *Steps i), ii) & iii)* are placed and if spaces remain at the respective school, the student whose Registration Code appears closest to the top of the randomly generated list who:

- a) is NOT a resident pupil of the Board (Out of District);
- b) has submitted a complete Out of District attendance form which is consistent with the provisions of the Out of Area Attendance Policy 501 and handbook (Out of

District permission is only granted on an annual basis and students granted Out of District status DO NOT receive transportation)

will be placed next into the 2017-18 JK FI program at the requested school.

This placement will be followed by the second student on the randomly generated list and will continue until the last available student space has been filled. Placement at this step will be pending formal Out of District approval.

If however, all available spaces at the requested Out of District school are filled, Out of District requests will be denied and students will not be placed on any waitlist.

4. Establishing and Filling Waitlists - By School

Once the JK FI spaces at each school are filled, the randomly generated list of Registration Codes will be used to create a waitlist for each FI school.

Each waitlist will have 3 sections and they will be filled in the following order:

Section 1) On-time, in area with siblings (Step i)

Section 2) On-time, in area no siblings (Step ii)

Section 3) Late registration

When this process is complete:

- The FSL Lead will send a letter to parents to indicate the registration status of their child by email if an email address is provided or by Canada Post. This notification will be sent by February 28, 2017.
- Once all registrants have been informed of their registration status, the randomly generated Registration Code list, ordered by Steps i), ii), iii), iv), will be posted publically. Publishing and posting the randomly generated list of Registration Codes will help maintain process transparency while keeping any personal identifying registration information confidential.
- The total number of waitlisted students at each French Immersion school will be shared with appropriate senior administration and both the Human Resources and Planning departments to determine next steps in regards to the availability of both underutilized space and qualified FSL teachers.

5. Late French Immersion Registration

A late FI registration is one where the registration process is **fully** completed after Thursday, January 26th, 2017, 4:00 p.m. E.S.T.

All JK FI registrations occurring after January 26th, 2017 will be added to the Late Registration Waitlist in the order that they are received (i.e., on a first-come, first-served basis). The date and time of completion of all late JK FI registrations will be noted on the French Immersion Registration Receipt.

If there is no available space in a school's French Immersion program, late registrations accompanied by Out of Area or Out of District applications will not be accepted. Students will not go on a waitlist.

In summary, this report has addressed the criteria described in Recommendation 14 as follows:

Figure 1 - Evaluation of Registration Process

Criteria	Accomplished	Comments
Fair	✓	Randomized selection
Transparent	✓	Randomly generated list of Registration Codes shared in order of Steps i), ii), iii), iv). Use of a scrutineer
Defined Date Range	✓	For both on-time and late applications
Sibling Priority	✓	To be implemented for on-time applicants who have a sibling registered in French Immersion in UGDSB
Waitlist	✓	A clearly established order for establishing a waitlist

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APPENDIX A

COMMUNICATION PLAN

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The steps to accomplish the goals of the Communication Plan are as follows:

- Communicate the “JK Registration and Selection Process for the UGDSB French Immersion Program” with affected UGDSB staff and the French as a Second Language Advisory Committee
- Send a letter home to parents/guardians of all elementary school students to inform them of the “JK Registration and Selection Process for the UGDSB French Immersion Program”
- Send a letter to child care operators, extended day partners, and other interested community partners to inform them of the changes to the in-person JK registration and the French Immersion selection process
- Write a media release for local newspapers, TV, radio and digital news outlets regarding the changes to the in-person JK registration and the French Immersion selection process and important dates. The release will be distributed following the October Board meeting
- Create a webpage for the in-person JK registration and the French Immersion selection process, which will summarize background information, provide links to reports, resources, memos and other documents, and clearly outline important dates and deadlines in the process
- Position the link to www.findmyschool.ca prominently on the webpage
- Promote the JK registration and the French Immersion selection process webpage on the board website, school websites, and social media
- Clearly identify that the JK registration is an in-person process
- Promote the JK registration and the French Immersion selection process on school signs
- Distribute posters alerting the public to changes in the registration process to affected community partners
- Create an online subscription form that gives community members the opportunity to sign up and receive email alerts when new content is added to the webpage
- Prepare and book newspaper ads to promote public information sessions and evening registrations dates
- Provide updates and reminders in school newsletters and on school websites at least once per month, starting in November 2016
- Hold FI registration and selection information nights at UGDSB elementary schools which offer French Immersion in JK
- Create a Frequently Asked Questions (FAQ) document to address recurring questions board staff receive about the new French Immersion registration and selection process. This document will be housed on the FI registration and selection process webpage

- Communicate the JK registration and the French Immersion selection process to principals and vice-principals, office coordinators and administrative office assistants, kindergarten teachers and ECEs and all other school-based staff
- Send a letter home to parents and guardians informing them of their child's registration status.

APPENDIX B

PROPOSED CHANGES TO UGDSB STUDENT ADMISSION FORM

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Appendix B – Proposed Changes to UGDSB Student Admission Form



THE UPPER GRAND DISTRICT SCHOOL BOARD STUDENT ADMISSION FORM

IMPORTANT! You MUST check one box. Regular English Track registration French Immersion registration

Student

Surname		Birth date (month/day/year)		Circle One Male / Female / Other	
Legal Surname (if different)		Siblings (if attending UGDSB school)		Is at least one sibling in French Immersion in a UGDSB school? If so, please underline the name(s) of the siblings in French Immersion in a UGDSB school.	
Given Name					
Middle Name					
Usual Name		Are there any restrictions to access? Yes No		Documentation attached Yes No	
Entry Date into Elementary School (month/day/year)		Please provide a current copy of the custody order or other documentation		Last Grade Completed	
Entry Date into Secondary School (month/day/year)					
First time attending an Ontario School? (circle one) Yes No	If no, please provide the name of the previous school & city,	Last Date Attended (month/day/year)		Have you had previous French language instruction? (circle one) Yes No	
First time attending an UGDSB School? (circle one) Yes No	If no, please provide the name of the previous school & city	ONTARIO EDUCATION NUMBER (OEN)		Have you had 12 consecutive months out of school? (circle one) Yes No	

Contact Information

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APPENDIX C

SAMPLE FRENCH IMMERSION REGISTRATION RECEIPT

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Appendix C – Sample French Immersion Registration Receipt



French Immersion Registration Receipt

Registration Code # _____

Student Name: _____

School: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email address: _____

Office Coordinator's Signature (indicating the registration is complete): _____

The status of your registration will be communicated to you via the email address on this receipt by February 28, 2017. If no email address is provided, a letter will be sent to the address on your Student Admission Form.

<input type="checkbox"/> On-time
<input type="checkbox"/> Late
Time: _____
Date: _____

IMPORTANT – PLEASE READ!

- The information provided on the attached Student Admission Form is accurate. I recognize that providing false information on the Student Admission Form will void the registration.
- I recognize that registering at more than one French Immersion school will void ALL JK FI registration for this child.
- I recognize that this registration in no way guarantees that my child will attend a French Immersion program.
- I understand that, in the event that there are more registrants than pupil spaces, a random selection process for French Immersion attendance will occur.

By signing below, I acknowledge the above statements. My signature is required as part of a completed registration process.

Parent/Guardian Signature: _____

(Triplicate – Original: F.S.L. Lead, Copy: School, Copy: Parent/Guardian)

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APPENDIX D

PROCESS FOR RANDOMLY GENERATING LISTS OF REGISTRATION CODES FOR ON-TIME REGISTRATION

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Appendix D - Process for randomly generating lists of registration codes for on-time registration

1. Upon FULL completion of the registration process, each on-time registrant at each French Immersion school is provided a receipt which includes a unique Registration Code.
2. Once the on-time registration window is closed, the following information will be entered onto a spreadsheet: French Immersion School, student last name, student first name, placement step & Registration Code.
Placement steps include **i)** an in-area student with at least one sibling currently enrolled in French Immersion in the UGDSB; **ii)** an in-area student without a sibling currently enrolled in French Immersion in the UGDSB; **iii)** an Out of Area student; and **iv)** an Out of District student.
3. An individual spreadsheet will be created for each French Immersion school requiring the random selection process. A brief example is included below.

French Immersion School	Student Last Name	Student First Name	Placement Step	Registration Code
Ecole Sample School	Jones	Jane	ii	UG3667E
Ecole Sample School	Nowak	Bartek	i	UG0078A
Ecole Sample School	Liu	Chow	i	UG1254A
Ecole Sample School	Smith	John	i	UG0474S
Ecole Sample School	Dufresne	Jacqueline	iii	UG0132C
Ecole Sample School	Abadi	Mohammed	ii	UG5473D

The placement step is identified as Step i, ii, iii or iv under the section entitled 'Process for Placement of JK FI Students' in the 'JK Registration and Selection Process for the UGDSB French Immersion Program'.

4. A scrutineer will be selected to witness the transfer of Registration Codes into random.org, the creation of random list of Registration Codes and the reordering based on Steps i), ii), iii), iv).). The scrutineer will not be a Board employee, Board trustee or parent of a student currently applying for admission into French Immersion with the UGDSB.
5. Only registration codes will be copied into random.org/lists. Random.org, according to Wikipedia, *"is a website that produces "true" random numbers based on atmospheric noise. In addition to generating random numbers in a specified range and subject to a specified probability distribution, it has free tools to simulate events such as flipping coins, shuffling cards, and rolling dice. It also offers paid services to generate longer*

sequences of random numbers and act as a third-party arbiter for raffles, sweepstakes, and promotions.”

The copied list into random.org/lists for the example provided above would be as follows:

Part 1: Enter List Items

Enter your items in the field below, each on a separate line. Items can be numbers, names, email addresses, etc. A maximum of 10,000 items are allowed. Please don't enter anything you would consider confidential ([here's why](#)).

```
UG3667E
UG0078A
UG1254A
UG0474S
UG0132C
UG5473D
```

(you're viewing this form [securely](#))

6. The random list is generated by pressing 'randomize' in Part 2 on the site:

Part 2: Go!

Be patient! It may take a little while to randomize your list...

Randomize

Reset Form

Switch to Advanced Mode

This will generate a randomized list numbered 1 through 'N'. 'N' is the number of applicants for each site. Each number in the list will be associated with one Registration Code. In the above example, N is '6' since there are 6 students applying. With the above example, it would look like this:

List Randomizer

There were 6 items in your list. Here they are in random order:

1. UG0132C
2. UG5473D
3. UG1254A
4. UG3667E
5. UG0078A
6. UG0474S

IP: 69.17.141.122

Timestamp: 2016-08-17 20:01:12 UTC

The list includes a date and time stamp. The example list was generated on August 17th at 20:01:12 UTC.

7. The number provided to the left of the Registration Code on Random.org’s list would be entered into the added column identified as ‘Random #’ in the table. With the above example, it would look as follows:

French Immersion School	Student Last Name	Student First Name	Placement Step	Registration Code	Random #
Ecole Sample School	Jones	Jane	ii	UG3667E	4
Ecole Sample School	Nowak	Bartek	i	UG0078A	5
Ecole Sample School	Liu	Chow	i	UG1254A	3
Ecole Sample School	Smith	John	i	UG0474S	6
Ecole Sample School	Dufresne	Jacqueline	iii	UG0132C	1
Ecole Sample School	Abadi	Mohammed	ii	UG5473D	2

8. The ‘random #’ order would become the order of the placement of students into the French Immersion program for the associated French Immersion school, following the process outlined in ‘Process for Placement of JK FI Students’. The students with the lowest number meeting the criteria in section ‘i’ in the process for placing students would be placed first, followed by the next student until the process is complete.

In the above example, Chow Liu would be placed first, followed by Bartek Nowak and John Smith. These three registrants meet the requirements for Step i in the ‘Random Generation and Process for Placement of Students at Home FI School or on a Waitlist, i.e., they are resident pupils of the board, reside within the attendance area of the French Immersion school that they are registered to attend and have at least one sibling currently registered in French Immersion in the UGDSB. They are placed in the ascending order of their random number: 3, 5, 6. Mohammed Abadi and Jane Jones are placed next. They meet the requirements for Step ii in the ‘Process for Placing Students’ and are also placed in ascending order of their random number: 2, 4. Jacqueline Dufresne would be the final student placed, pending approval of the OOA request and ONLY if there was remaining space. She is the only student who meets the criteria of the next step (iii) in the Process for Placing Students.

In the above example, if Ecole Sample School had a differentially applied JK enrolment cap of 4, the final two students would not be placed in a the JK French Immersion program at that school. Jane Jones would be placed in Section 2 of the waitlist. Jacqueline Dufresne, as an Out of Area student, would NOT be placed on a waitlist.

9. This process will be repeated for each French Immersion school in which the number of on-time, fully completed JK French Immersion registrations is greater than the differentially applied school level JK French Immersion enrolment cap. Placement will include either placement into a JK program at the requested French Immersion school, placement onto a waitlist at the school for which the applicant has applied OR, in the

case of registration forms accompanied by Out of Area or Out of District requests to programs that have exceeded the differentially applied JK registration caps, denial of registration request.

10. Parents will receive communication of their child's registration status by February 28th, 2017.

11. Once this process has been completed for each French Immersion school, the random-generated lists of Registration Codes would be posted publically ordered by Steps i), ii), iii), iv).

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APPENDIX E

APPROVED BOARD RECOMMENDATIONS - MAY 2016

Appendix E – Approved Board Recommendations – May 2016

1. That memo PLN: 15-30 “Report of the French Review Committee – 2015” dated January 12, 2016 be received.
2. That the UGDSB send a written request to the Ontario Public School Boards’ Association, (OPSBA), to advocate on behalf of English public school boards for; a comprehensive provincial review of FSL instructional opportunities, qualified French teacher availability, and current funding levels in an effort to alleviate the significant accommodation pressures and more accurately reflect the current reality of parent/guardian choice in a plurilingual society.
3. That The UGDSB explore the concept of starting core French in Grade 1 in conjunction with an FSL review by the Ministry of Education as outlined in Recommendation 2.
4. That once a strategy is approved by the UGDSB for elementary French Immersion, the French Review Committee will begin a review of secondary FSL as soon as possible and submit a report with recommendations for consideration by the UGDSB no later than June 30, 2017.
5. That the Human Resources Department review and expand its recruitment practices as it relates to French language teachers and support staff (e.g. ECEs, EAs).
6. That the Human Resources Department advance the dates of the recruitment, posting and interviewing process for French language teachers.
7. That the Human Resources Department actively pursue increasing teacher and ECE practicum placements in the board for candidates with French language proficiency.
8. That the Human Resources Department explore pool hiring to attract and retain qualified French language teachers.
9. That the Human Resources Department work in conjunction with the local teacher unions to explore the potential of newly hired qualified French language teachers committing to 5 years of French language instruction in the Board.
10. That the Human Resources Department hire an individual, on contract (e.g. a retired

principal), to work with UGDSB staff to develop a process to support recruitment and the hiring of qualified French language teachers, including occasional teachers and support staff. As part of this work, other school boards will be canvassed to identify any exemplary practices that could be adapted and incorporated into the UGDSB process.

11. That the UGDSB work with OPSBA to advocate for the Ministry of Education and the Deans of the Faculties of Education and Colleges to assist in addressing the number of teacher and support staff available for French language instruction at both the elementary and secondary level.
12. That effective September 1, 2017, JK be confirmed as the only entry point for new French Immersion students into the French Immersion program in the Upper Grand District School Board.
13.
 - a. That differentially applied school level JK French Immersion enrolment caps will be applied, based on school capacity and enrolment trends effective for the 2017/18 school year,
 - b. That school level JK French Immersion enrolment caps will be applied as follows: École Arbour Vista PS – 40, Couling Crescent PS – 60, Edward Johnson PS – 46, Fred A. Hamilton PS – 35, John McCrae PS – 46, École King George PS – 46, Paisley Road PS – 46, Victory PS – 30, Brisbane PS – 40, École Harris Mill PS – 30, James McQueen PS – 50, Palmerston PS – 30, Princess Elizabeth PS – 90
 - c. That the status quo instructional time in French Immersion remains, unless human resource requirements cannot be achieved, in which case instructional times will be reviewed annually and adjusted as required.
14. That Staff be directed to develop a selection process for registration in the French Immersion program and report back with details of the process prior to November, 2016 in order to create a fair and transparent method for student entry into the French Immersion program and:
 - a. That the process for registration include a defined date range for application. Applications received before the application deadline will be processed. Applications received after the deadline will be considered, subject to available space.

- b. That siblings of students registered in French Immersion be given priority access to French Immersion in the UGDSB.
 - c. That a waitlist be established for any student who does not get access based on the differentially applied school level JK French Immersion enrolment caps specified in Recommendation 13b).
 - d. That placement of waitlisted students in French Immersion beyond the existing schools listed in Recommendation 13b) will be considered based on the availability and sustainability of pupil places in one or more underutilized schools, and availability of qualified French as a second language teachers.
 - e. That any new location for French Immersion resulting from boundary, accommodation or waitlist reviews will include establishing a differentially applied school level JK French Immersion enrolment cap.
15. That there be a regular monitoring of enrolment in all FI programs and reported to the Board via the Elementary Identified Schools Report, and that the balance between English track and French Immersion enrolment in dual track schools be monitored through the annual Elementary Identified Schools Report.
16. That the differentially applied school level JK French Immersion enrolment caps be reviewed annually.
17. That the French Immersion retention rate be monitored and reported through the annual Elementary Identified Schools Report.
18. That future elementary and secondary French Immersion accommodation needs and locations be considered during the development of the Board's long term capital and accommodation plan.
19. That appropriate accommodation or boundary review processes be undertaken to address French Immersion accommodation needs, as the Board deems appropriate and in accordance with Board policy, to address over-capacity or underutilized schools.