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 School Engage
- ☐ 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 School Engage account to apply.
        - ☐ If you applied last year, you may use that same account.
    - ☐ Current Westmount families may use their current School Engage login to apply.
    - ☐ NOTE: School Engage 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 School Engage. Please do not use a Hotmail email address as the primary contact email address.
- ☐ Fill in Student Information
- ☐ Overexcitability Questionnaire/Inventory (found in School Engage)

- ☐ 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.
- ☐ Write and upload "WHY WESTMOUNT" for your child
  - ☐ During the application process, as a parent/guardian of the applicant, you will be asked to upload a separate written document (in .pdf format) answering the following question: (Required document)
    - ☐ "What made you look into Westmount for educational programming for your child"? (Child input is welcome)
- ☐ 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.