



École FACE School  
3449, rue University  
Montréal (Québec) H3A 2A8  
Téléphone : 514 - 350-8899  
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ADMISSIONS PROCESS STEPS FOR 2019-2020

OPEN HOUSE OCTOBER 3rd, 2018

COMPULSARY INFORMATION SESSIONS

Presentation of: information documents, admission forms, parents' questionnaire

All required documents must be completed and submitted and attendance at the information meeting is mandatory in order for the application to be accepted.

**All new parents are required to attend an information session.**

ELEMENTARY , SECONDARY

October 3rd 2018      9h00 MANDATORY INFORMATION MEETING  
OR  
                                 10:30 MANDATORY INFORMATION MEETING  
OR  
                                 1:00 MANDATORY INFORMATION MEETING  
OR  
                                 2:30 MANDATORY INFORMATION MEETING

October 16, 2018  
                                 6:30 MANDATORY INFORMATION MEETING

See Reverse Side

## OCTOBER 2018 SUBMISSION OF SCHOOL APPLICATION BY PARENTS

- ✓ To be submitted no later than October 31, 2018 at the school, on the last day.

The application for admission is recorded if all the required documents are submitted and the attendance at the information meeting is confirmed. This is not an official registration but an application for admission.

### Only original documents are accepted.

- ✓ Applications can be submitted to the school:
  - Every working day in October, between 8:30 am and 3:30 pm.
  - October 10, between 6:00 and 9:00 p.m.

## NOVEMBER 2018 DOSSIERS VERIFICATIONS AND DRAWING BETWEEN ELIGIBLE APPLICANTS

- ✓ The draw will be conducted by a committee comprised of a member of the Executive, a representative of the Governing Board, a staff member and a student from Student Council.

## NOVEMBER 2018 MEETING WITH CERTAIN FAMILIES (if necessary)

- ✓ **Secondary:** Selection of a maximum of 5 candidates to balance the music groups.
- ✓ The school may also require a meeting to validate certain information about the application. This is not intended as a selection meeting.

## END OF NOVEMBER ACCEPTANCE, REFUSAL OR WAITING ON LIST

- ✓ Following the admission process, a letter of acceptance, refusal or waiting list is sent to the parents at the end of November 2018. The parent must confirm his/her child's registration within a reasonable time (10 days).

## DECEMBER 2018 WAITING LIST INFORMATION IS POSTED ON THE SCHOOL SITE

## DECEMBER OFFICIAL REGISTRATION BY PARENTS

- ✓ Once the answer has been given to the parents, registration becomes official only when full tuition fees are paid. The Fine Arts fee is non-refundable.

TAKING INTO ACCOUNT THE HIGH NUMBER OF APPLICATIONS, WE ASK PARENTS NOT TO PHONE THE SCHOOL TO ATTEMPT TO OBTAIN INFORMATION REGARDING THEIR CHILDREN'S APPLICATION.

### NOTES:

- ✓ Child care is available at the elementary level only.
- ✓ There is no school transportation provided.