



Connect Charter School has implemented an on-line sign-up system for our wait list for students entering grade 4 in 2022. To facilitate this process, parents/guardians should log on to our website ([www.connectcharter.ca](http://www.connectcharter.ca)) on or after September 11, 2018 to create an account and input their contact information. The wait list will officially open at 8AM MST on September 17, 2018 for parent/guardians to complete the process by entering their child's name and birthdate. The system will accept the first 400 names entered, after which the wait list will be closed.

Please follow these steps: ***If you have added a child to the 2019-2020, 2020-2021, or the 2021-2022 waitlist, you will use the username and password that you already have.***

(For best results, use a computer/laptop connected directly to an EtherNet cable rather than a wireless connection.)

Once you are on the website, click on "Family Zone", then "Family Zone Login". You will enter your information under the "WAITLIST" section.

If you already have a username and password, click on "login here".

If you don't have a username and password, click on "register for a username/password".

- You will need to enter TWO contacts – one that is NOT a parent. If you only enter one contact, you will not get past this page.

**LOG OUT AT THIS POINT – THIS IS ALL YOU CAN DO UNTIL SEPTEMBER 17 AT 8:00am**

**Some tips to help when you log back in to enter your child's name at 8:00am on September 17, 2018:**

- When you are entering your child's name, you will need to enter something for "middle name". If your child does not have a middle name, just put N/A.
- Make sure you choose GRADE 4, 2022 - 2023.
- You will see some check boxes for some documents – we **DON'T** need these until the intake process halfway through grade 3, so don't waste time trying to upload these.
- If you have added other children to wait lists by calling the school, they won't show up online. The wait lists we took names for over the phone and the online wait lists are not linked at this time.
- The server will be busy; keep trying to log on until you are successful. A technician will be monitoring the server to ensure connection.
- If you are having issues, click on the big yellow box on the log in page and tell us what your issue is and your phone number. We will get back to you as soon as possible. Don't call the school.

Entries are time-stamped by our system to determine the places on the wait list. You can log in with your username and password (under the "Waitlist" section on our log in page) anytime after September 30 to see your wait list number.

Please note: Our admission policy states that siblings of students already attending our school will have priority on the wait list, so your child's wait list number will change between now and 2022.