



# MEMO

**To:** Elementary School Principals  
**CC:** Elementary School Secretaries  
**From:** The Derogation Committee  
Pedagogical Services Department  
**Subject:** Early Admission of Children to Elementary Schools in September 2023  
**Date:** February 2, 2023

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You may receive some parents requesting derogation for their 4-year-olds to commence kindergarten in September 2023. Please note it is the **zoned school's** responsibility to provide the parents with the information package enclosed.

Please respect the following steps:

1. The school principal meets with the parents to discuss the derogation process.
2. The school principal provides parents with the information package.
3. The school principal informs parents they must provide a psychological assessment **at their expense**, with an official letter stating the reason for their request for the early admission of their child. Parents should also be advised that the *Request for Derogation* form, the *Daycare Checklist* form and the *Consent for Information* form (found in the information package) must be completed accordingly. Parents are asked to submit all documentation to the school **no later than April 7, 2023**.
4. The school secretary registers the child and sends his/her name to Rosa Lucifero at Pedagogical Services Department via email ([rlucifero@swlauriersb.qc.ca](mailto:rlucifero@swlauriersb.qc.ca)).
5. Once the parents have completed the process, the school secretary sends the registration form with the relevant derogation documents to the School Affairs and School Organization Department to process. The School Affairs and School Organization Department transfers the file to Rosa Lucifero **no later than April 14, 2023**.

Once the files are received, the Derogation Committee will:

- a) review all requests;
- b) notify in writing the school and the child's parents of the committee's decision to accept or refuse the derogation request; and
- c) inform the School Affairs and School Organization Department to process the registration, if accepted.

Thank you.

The Derogation Committee  
Pedagogical Services Department

