



ADMINISTRATIVE GUIDELINE

Title: OUT OF DISTRICT

Effective Date: March 9, 2021

Responsibility: Superintendent of Business
and Superintendent of Schools

Rationale:

In accordance with Section 39 (1) of the *Education Act* a person who is qualified to be a resident pupil at a secondary school in a secondary school district has the right to attend any secondary school of the same type that is more accessible to the person than any secondary school in the secondary school district of which the person is qualified to be a resident pupil.

Available space in schools and individual classrooms can vary from year to year. Requests to attend a school in a district other than the home zoned school district may only be considered if space is available and there are no additional staffing, transportation, or facility costs to the Board.

Principles:

An approved Out of District application lasts for one year only, and therefore families must reapply each year. Applications are to be submitted to the school principal no later than May 15th for consideration for the following school year.

School principals will consider the needs of the individual student and their particular circumstances in reviewing/approving the application.

Admission:

The parent/guardian shall complete the Out of District application and submit the completed form to the principal of the school to which they are expected to attend based on home residence (current District School Board).

If approval is granted, the parent/guardian shall submit the Out of District application to the principal of the school to which admission is sought.

If the application is approved by both School Boards, the student will be admitted to the Out of District school for the duration of that school year. The parent/guardian is required to contact the school no later than May 15th to inquire about space availability for the following school year.

Final decisions regarding applications will normally be made in June.

Transportation:

The parent/guardian is responsible for providing transportation to and from the Out of District school. Transportation may be provided if it is available at no additional cost to the Board and is dependent on:

- a) A school bus route already servicing the area in question;
- b) The availability of a vacant seat on the route in question; and
- c) If the student would be required to transfer school buses, the other route(s) must meet these criteria. The route path or length of trip must not be altered when granting Out of District courtesy transportation. The student will be offered the closest stop on an existing route servicing the school.

Transportation may be withdrawn at any time if:

- a) Seating is required for eligible students;
- b) Altering the route is necessary; or
- c) Student behaviour is unacceptable.



OUT OF DISTRICT APPLICATION FORM

PART A – PARENT/GUARDIAN COMPLETION

Student's Name: _____ Date of Birth _____ Grade: _____
(mm/dd/yyyy)

Parent/Guardian's Name(s): _____

Home Address: _____

Home phone: _____ Cell phone: _____ Email Address: _____

Current School and District (based on home address):

I am assessed for English Public Separate School

School Requested _____ Grade _____ Requested Start Date _____

Reason for request: (attach a letter if required)

Parent/Guardian Signature: _____ Date: _____

PART B – CURRENT DISTRICT SCHOOL BOARD

Comments _____

Decision Request Approved Request Declined

School Principal's Signature Date

Decision Out of District Request Approved Out of District Request Declined

Superintendent's Signature Date

PART C – REQUESTED OUT OF DISTRICT SCHOOL BOARD

Comments _____

Decision Request Approved Request Declined

School Principal's Signature Date

Decision Out of District Request Approved Out of District Request Declined

Superintendent's Signature Date