



# PROCEDURE

# SO-043

## REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME AREA SCHOOL

<b>Superintendent Responsible:</b> Superintendent of Program K-12 (Teaching & Learning)	<b>Initial Effective Date:</b> 2022/04/25
<b>Last Updated:</b> 2023/06/16	<b>Next Review Date:</b> 2027/11/30

### Purpose

To outline Grand Erie District School Board's (Grand Erie) process for parental/caregiver requests to attend a school outside of the home school area.

### Guiding Principles

Grand Erie believes that all students should attend their home area school according to their designated attendance area determined by their primary address in which they are residing with their parent(s)/caregiver(s).

### 1.0 Elementary School Students

- 1.1. The decision to approve requests for attendance outside the home area school (out-of-area) is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and profiles of the requested school.
- 1.2. Requests to attend a school outside the home area school must be made on the appropriate "Request to Attend a School Outside the Home Area School" form (Appendix B), by the parent or caregiver to the Administrator of the requested out-of-area school. The out-of-area school Administrator will send all requests to the Family of Schools Superintendent of Education. Requests for the following school year may be submitted each year beginning on January 1.
- 1.3. The request must clearly state the rationale to register outside of the "Home Area School".
- 1.4. Parent(s)/caregiver(s) will be notified in writing of the outcome of their application by the end of June.
- 1.5. All approvals are for the designated school year only. Requests must be re-submitted annually for approval by the out-of-area school Administrator.
- 1.6. Disputes over attendance requests will be referred to the Family of Schools Superintendent of Education responsible for the requested school.

### 2.0 Secondary School Students

- 2.1 The decision to approve requests for attendance outside the home area school is based primarily on school enrolment, including but not limited to the following: school operating capacity at the requested school; board compliance with mandatory Ministry class size caps and district averages; school organizations; and profiles of the requested school.
- 2.2 Each request to attend a school outside the home area school will be determined by the out-of-area school Administrator based on the school's ability to accommodate program requests.
- 2.3 Disputes over attendance requests will be referred to the Family of Schools Superintendent of Education responsible for the out-of-area school.

**Additional Considerations**

- All requests will be dealt with in the order in which they are received
- Transportation for students attending an out-of-area school is the responsibility of the parent(s)/caregiver(s). Courtesy transportation for students attending an out-of-area school may be provided based on current Student Transportation Policy TR-02.
- Approved out-of-area courtesy school transportation may be discontinued at any time that the seating is required by a “right to ride” pupil.
- A school transfer could affect eligibility to participate in extracurricular sports.

**Reference(s):**

- Student Transportation Policy (TR-02)

## APPENDIX A

**SO043 Request to Attend a School Outside the Home Area School –  
Elementary Manual****1. Previously Approved Out-of-Area Students**

All students previously approved, on or before September 2016, for out-of-area attendance will be approved to attend the receiving out-of-area school until Grade 8 graduation. This provision does not include siblings who have not received approval prior to June 2016.

For students who meet the criteria outlined as above, the out-of-area school Administrator will count the student as part of school organization numbers when submitting enrolment during the staffing process, as they do not need to apply yearly as per the criteria above.

**2. New K-Grade 8 Out-of-Area Applications**

- a. The out-of-area school Administrator will advise parent(s)/caregiver(s) to register their child in the Home Area School until notice of determination has been received.
- b. Parents must complete a “Request to Attend a School Outside the Home Area School” form (Appendix B) and have this acknowledged and signed by the home area school Administrator. The home area school Administrator will send the acknowledged request to the out-of-area school Administrator. The out-of-area school Administrator can begin receiving requests on January 1<sup>st</sup> for the following school year.
- c. The out-of-area school Administrator will acknowledge and send a copy of the acknowledged and signed “Request to Attend a School Outside the Home Area School” form to the Family of Schools Superintendent of Education, for all students.
- d. In consultation with the Family of Schools Superintendent of Education, the out-of-area school Administrator will make a determination by the end of June regarding the request and will notify the parent(s)/caregiver(s) in writing.
- e. Once a student has received permission to attend an out-of-area school, the out-of-area school Administrator will notify the student’s home area school.

APPENDIX B



REQUEST TO ATTEND A SCHOOL OUTSIDE THE HOME AREA SCHOOL

**Please Print Clearly**

Please check one:  K1  K2  Gr.1  Gr.2  Gr.3  Gr.4  Gr.5  Gr.6  Gr.7  Gr.8

Student OEN: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_ Year / Month / Day

Student's Name: \_\_\_\_\_  
Last First

Parent(s)/caregiver(s) Name: \_\_\_\_\_  
Last First

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Area School: \_\_\_\_\_

Out-of-Area School: \_\_\_\_\_ School Requested: \_\_\_\_\_ Year

**Reason for Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT:**

- Completion of this form does not guarantee placement at the requested out-of-area school.
- Requests are granted in very rare circumstances.
- I must register my child at their home area school and make appropriate daycare arrangements, if needed.
- If this application is approved, it is for **ONE SCHOOL YEAR ONLY**. Transportation for students attending an out-of-area school is the parent's/caregiver's responsibility.
- I will be notified of the final decisions by the end of June.

**I agree with the terms set out in this application form. I have received a copy of this form.**

Parent(s)/caregiver(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOME AREA SCHOOL	OUT-OF-AREA SCHOOL
<p><b>Acknowledgement of Request</b> <input type="checkbox"/></p>	<p><b>Acknowledged</b> <input type="checkbox"/></p>
<p>_____ Administrator's Signature:</p>	<p>_____ Administrator's Signature</p>
<p>_____ Date:</p>	<p>_____ Date:</p>
	<p><b>Approved:</b></p>
	<p>_____ Administrator's Signature</p>
	<p>_____ Date</p>

**Schools – Please Note:** The out-of-area school must make copies of this form for its own file, the home area school and the parent(s)/caregiver(s). This form must be delivered to the out-of-area school and then sent by the out-of-area school to the applicable Family of Schools Superintendent of Education office.