



Out-of-catchment Enrolment Application
(For students residing outside a school's catchment area)

- The Board of Trustees of this District has defined geographical boundaries for each school in the district delineating student enrolment catchment areas. Therefore, schools are constructed, staffed, operated and transportation determined on the assumption that students will attend the school in the designated catchment area for the student's normal residence.
The Board recognizes that, in some circumstances, it may be appropriate for a student to attend a school outside the normal catchment area. The reason may be for program or school capacity requirements or at the request of parents/guardians.

1. General conditions of enrolment by students residing outside a school's catchment area.

- (a) The school has sufficient staff, classroom capacity and an appropriate educational program to accommodate the students.
A school is not obliged to enrol the student named on this application.
Nor does the out-of-catchment school have an obligation to find placement for the student named on this application.
(b) The student is to be registered at the normal catchment area school until informed of acceptance at the out-of-catchment school.
(c) Parents/guardians present this application at the school where they wish to enrol the student with Sections A & B completed.
(d) The decision to accept out-of catchment students is the prerogative of the school principal or his/her designate.
(e) Any required transportation to and from school will be the responsibility of the parents or guardians. The School Board will not provide such transportation.

2. Process for enrolment by students residing outside a school's catchment area.

- Step 1. The parent/guardian completes Section A of this form (one form for each student).
Step 2. The parent/guardian presents this application form at the normal catchment area school for completion of Section B.
Step 3. The parent/guardians presents this application form - with Sections A and B completed - at the desired school.
Step 4. The school principal or his/her designate makes a determination on placement in school and completes Section C.
Registration at the normal catchment school should be maintained until a student is accepted at an out-of-catchment school.

A. To be completed by parents/guardians. (Print on the applicable lines.)

I/we the parents/guardians, residing at [Street Address] [City] [Postal Code]
request the placement of [Name of student in full] in [Grade] (birthday of [Year/Month/Day])
at [school], as of [Year/Month/Day], for the following reason (check one only):
District arranged placement for program or capacity requirements.
Brother/sister of a student already enrolled in this school.
Before/after school childcare in the catchment area.
Parent/guardian request.

I/we have read this agreement and accept the conditions of registration and placement.

[Print - Parent's/Guardian's Name] [Parent's/Guardian's Signature] [Year/Month/Day]

B. To be completed by the principal of normal catchment area school.

I have been informed that the parents/guardians of the student named above wish to enrol this student at another district school. The student named above is currently registered Yes/No and is attending this school Yes/No.

[School] [Principal's Name] [Principal's Signature] [Year/Month/Day]

C. To be completed by principal of the school where this application is filed.

- The above named student has been accepted for placement as of [Year/Month/Day].
The above named student cannot be accommodated at this school at this time.

[School] [Principal's Name] [Principal's Signature] [Year/Month/Day]