

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS APPENDIX A

Section: Business and Administrative Services

- **School Operation**

Regulation Code: BA-7.1.1A

**Regulation: STUDENT ACCOMMODATION/
SCHOOL BOUNDARIES**

**Policy Code Reference: BA-7.1
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KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

STUDENT OUT-OF-BOUNDARY REQUEST FORM

Date of Initial Request _____ Date of Renewal Request _____

This request form MUST be completed on or before May 30 of every school year that the parent(s)/guardian(s) wishes the student to attend the out-of-boundary school. Completed request forms should be submitted for approval, to the principal of the school that the student is attending at the time of the request.

Request for out-of-school boundary permission for the period:

From _____ **To** _____
Day/Month/Year Day/Month/Year

Student Name _____ Date _____

Age _____ Grade _____ Home School _____

Parent(s)/Guardian(s) _____ Telephone (____) _____

Home Address _____

Street/P.O. Box Town Postal Code

Lot _____ Concession _____ Road _____ Township _____

Transfer From _____ to _____
Home School Receiving School

Specific Reasons for Request _____
(Attach letter if required)

Student*/Parent(s)/Guardian(s) Signature
*16 yrs. of age or older

For Board Use Only

Receiving School Principal's Recommendation for Out-of-Boundary Request: Yes ____ No ____

Comments: _____

Receiving School Principal's Signature

Date

COPIES TO: Parent(s)/Guardian(s), Home School Principal, Out-of-Boundary School Principal and Superintendent.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services
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Regulation: STUDENT ACCOMMODATION/
SCHOOL BOUNDARIES – continued

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KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

PROCEDURE FOR STUDENT OUT-OF-BOUNDARY REQUEST

INTRODUCTION:

Requests for a student to transfer to a school out-of-boundary, **MUST** be done on an annual school year basis. This requires all stakeholders involved to follow the criteria and procedures as described below. There are two (2) stages of a transfer request – one involves granting permission for the transfer, the second involves determining if transportation can or will be accommodated.

CRITERIA:

Criteria for the approval of out-of-boundary transfer requests include the following: child care arrangements, program availability or other special circumstances supported in writing by the superintendent of schools responsible for the school attendance area.

PROCEDURES:

1. All requests (initial or renewals) must be made in writing to the principal of the school in which the student is attending at the time of the request. For students who have not been registered in their appropriate home school attendance area (ie; a new kindergarten student or a student new to a school community), the initial request should be made to the home school attendance area principal.
2. Requests should be made by completing the Student Out-of-Boundary Request Form, indicating on that form and/or in an accompanying letter, the parent(s)/guardian(s)'s reason(s) for the request.
3. The principal of the home school and the principal of the receiving school, will discuss the request taking into consideration such factors as: availability of space, staffing implications, program availability and any other relevant information.
4. Each school principal may wish to discuss the situation with the respective superintendent of schools for clarification and advice.
5. Transportation for Out-of-Boundary students is ultimately the responsibility of parent(s)/guardian(s).
6. The principal will notify the parent(s)/guardian(s), in writing, of the decision.
7. The principal, when notifying the parent(s)/guardian(s) of an approved request, shall remind the parent(s)/guardian(s) that permission for an ongoing transfer must be obtained by completing a student out-of-boundary request form on or before 30 May of each year. (This would also include a review of transportation, should it have been approved).
8. The principal will ensure that copies of the form are forwarded to the stakeholders indicated at the bottom of the request form.

Established: January 25, 2000

Revision Dates: September 28, 2006
February 16, 2007
March 1, 2007