



## Parkland School Division Administrative Procedure 304

### ATTENDANCE AREAS

#### Background

The *Education Act* legislates that the Board shall establish attendance areas for schools and that a board shall make all reasonable efforts to ensure that a student who is a resident student attends school.

While parents are strongly encouraged to register their children in the school that is designated for their residence, it may be possible to register at a “school-of-choice.” These requests may be granted based on capacity and proper resource stewardship.

#### Procedures


##### With respect to residence:

1. Every student whose primary residence exists within Parkland School Division’s attendance area shall be considered a resident student.
2. Every resident student shall have a designated school within the Division.
3. Every resident shall endeavour to attend their designated area school until the completion of their program.

##### With respect to registration and placement:

4. Staff shall strongly encourage parents and/or guardians of resident students and/or independent students to register at the school designated by the Board for their primary residence.
5. Parents seeking a school-of-choice for their child or children shall complete the *School-of-Choice Request Form*.
6. School-of-choice registration shall refer to the process of seeking registration within Parkland School Division, but at an alternate school from the designated school.
7. A declaration of intention to register at a school outside of one’s attendance area should occur no later than May 1 for the following school year.
  - 7.1. Registrations, or school-of-choice declarations received may not be able to be processed until the end of August as resident students have precedence for registration.
8. At the discretion of the Superintendent or designate, a school, grade or program may be adjusted to include those students who reside outside of the designated attendance area.
  - 8.1. School, grade or program adjustments may include a consideration of:
    - 8.1.1. Enrolment pressures,
    - 8.1.2. Financial viability,
    - 8.1.3. Programming.

- 9. The Superintendent or designate may declare that a school, or schools in a specific area are open or closed to school-of-choice registration based on facility utilization or resources; notably:
  - 9.1. Schools that are open to school-of-choice registration may have specific grades that are closed to school-of-choice due to a variety of factors, including:
    - 9.1.1. Classroom capacity,
    - 9.1.2. Available resources,
    - 9.1.3. Classroom population (i.e. Teacher complement maximized), or
    - 9.1.4. Facilities available.
  - 9.2. Transportation for school-of-choice registration is never guaranteed and the parent shall accept full responsibility for transporting school-of-choice students.
    - 9.2.1. Transportation may be available for a fee and, where and when available, shall only be guaranteed for one school year.
    - 9.2.2. Staff shall take reasonable measures to ensure that parents or guardians understand clearly that it is the parent or guardian’s responsibility to provide transportation when school-of-choice registration occurs.
  - 9.3. Schools shall already have programming in place that can adequately attend to student needs: i.e., whether or not a school program is appropriate for a student’s needs while adhering to resource stewardship
- 10. A resident student shall be given priority over a cross-attendance student.
  - 10.1. Should a school reach capacity in specific grades, it may become necessary to direct students back to their designated school, or another school-of-choice for the subsequent year.

Reference: Education Act: 10	Approved:
	
	Date Approved: September 17, 2019
	Reviewed or Revised: Executive: September, 2019

References shall be updated as required and do not require additional approval.