



Sunrise School Division supports parental choice of schools within the parameters identified by *The Public Schools Act* (Section 58) and divisional procedures. A parent/legal guardian may choose to have their child attend a school other than his/her designated school, either inside or outside division boundaries. A designated school is the closest school to the student's residence within the Sunrise School Division that offers the most appropriate educational programming, unless otherwise specified by the board.

Information about schools, programs and enrollment procedures can be found on the website of the Sunrise School Division at [www.sunrisesd.ca](http://www.sunrisesd.ca).

This procedure is to facilitate school choice and is to be administered according to the following:

1. School of Choice applications will be considered in accordance with established guidelines described in this procedure.
2. All decisions regarding schools of choice must have the final approval of the superintendent's department.
3. School catchment boundaries will be used to determine a student's designated school. It will be assumed that students will attend the designated school assigned to the address of their residence unless they request otherwise and that request is approved.
4. A parent/guardian wishing to enroll a student at a school other than the designated school will obtain and submit a completed School of Choice application form **no later than May 15th** preceding the upcoming school year. Applications received **after May 15th** will be considered on an individual basis, only after all other requests have been met. The School of Choice form must be completed and processed at the designated school accompanied with the designated school registration form. Students over 18 years of age or older applying for school of choice will follow the same process.
5. School of Choice applications will be considered for acceptance by the choice school when:

- a. All students living within the designated school catchment area have been accommodated;
  - b. The school and/or class staffing allocation can accommodate additional students;
  - c. The school has the capability of providing appropriate supports and programming for the student. The assistant superintendent of student services will be consulted regarding School of Choice applications for students with special needs.
6. Students who do not reside within the school catchment area will be considered for acceptance under schools of choice based on these factors, which are listed in priority order:
- a. Legal guardian is a resident in the Sunrise School Division;
  - b. The student was enrolled in the school of choice the previous school year and has moved during the year;
  - c. The student has a sibling attending the school of choice (early years only);
  - d. The student's early years peer group has a designated middle school that is the student's middle school of choice;
  - e. If all other factors are equal, the date and time of the receipt of the application by school personnel;
  - f. Notwithstanding the above, in cases when the division determines that the enrollment of the student would be detrimental to order, discipline and well being of the students in the school, the application will be denied as outlined in *The Public Schools Act*, Section 58.4 (1)(e).
7. School of Choice applications will be processed on an individual student basis.
- Once a School of Choice application has been given final approval, it will remain in effect only at the school to which the student has been admitted and only until the student completes the highest grade level at the school into which he/she has been admitted.
8. Out of catchment School of Choice applications must identify the programming (French Immersion, heritage (Ukrainian) language, regular) requested by the student. Acceptance



of the student under the provisions of school of choice is applicable only to the programming selected.

Requests for the student to be transferred to an alternate program offered at the school will require another School of Choice application and be subject to the conditions outlined within this procedure i.e.: student gets accepted to Ukrainian Bilingual then wants to move to English.

9. Students must re-apply through the schools of choice process upon changing schools or at transition to the next educational level (early to middle, middle to senior).
10. Students who reside in the designated catchment area of a given school will be given first priority for placement. Where the resulting class size at the school is deemed to be full based on the educational needs of the students enrolled, transfers into the given class will not be considered.
11. Upon approval of the schools of choice request by the superintendent's department, the school of choice will notify the designated school of the decision and the resulting change in enrollment for the designated school.
12. Student transfers between divisional schools during the course of a school year or semester will be considered only in exceptional circumstances and in consultation with the principal and divisional personnel.
13. Students accepted at a school under the provision of schools of choice will not be eligible for any divisional transportation services, nor will they be provided transportation allowances or subsidies in any form.
14. The principal will notify the parent of the status of the School of Choice application by letter no later than June 30th. Application status reported to parents will be one of the following:



- a. The application is approved;
  - b. The student's name is placed on a wait list as per parental request with a final decision to be determined by September 20th;
  - c. The application is denied.
15. Copies of the letter outlining the status of the School of Choice application will be sent to the designated school, the human resources department and a copy kept by the principal.
16. A student's acceptance under the provisions of schools of choice may be rescinded in the event a parent/legal guardian has misrepresented the needs of their child by providing misinformation and/or a failure to disclose information.
17. Parents/guardians and or students 18 years of age and over may appeal the decision of the superintendents department to the board of trustees.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>