

1. Purpose

In unique circumstances, parents may decide to request a transfer to a school that is outside the catchment area of their home school. These requests are called Cross Boundary Requests. These requests will be reviewed for consideration on an individual basis.

The CDSBEO may only consider Cross Boundary Requests from those students who reside within the Board's jurisdiction and would be attending one of its schools.

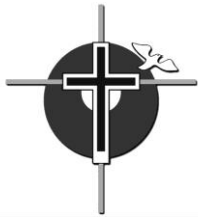
Approval of a Cross Boundary Request is contingent upon all of the following:

- a) accommodation availability at the school requested;
- b) there will not be a requirement to hire additional staff at the receiving school as a result of the incoming student;
- c) parents and student understand and agree to provide transportation to the school;
- d) agreement by the Principal and the Superintendent of School Effectiveness that the transfer is in the best interest of the student, and it will not jeopardize the program in the sending or receiving school; and
- e) final approval has been granted by the Superintendent of School Effectiveness.

2. Procedures

The following procedure will be used in giving consideration to Cross Boundary Requests:

- 2.1 Parent provides in writing to the Superintendent of School Effectiveness, the following information:
 - a. name of the child(ren);
 - b. grade(s) of the child(ren);
 - c. birthdate(s) of child(ren);
 - d. home address;
 - e. name of home school;
 - f. name of school to which cross boundary is being requested;
 - g. detailed reason for making the request; and
 - h. identify any special education supports currently in place at the school.



ADMINISTRATIVE PROCEDURE

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- 2.2 Upon receipt of the request in writing, the Superintendent will:
 - a. check on available space at requested school;
 - b. check on all program consideration including but not limited to Special Education (consultation with Special Education Department if required); and
 - c. discuss with principal available program for students.
- 2.3 The Superintendent will provide a response in writing to parents with regards to the decision on the Cross Boundary Request.

3. Transportation:

A parent of an out of boundary student may make a request for transportation and consideration will be given under the following conditions:

- a) there is no additional cost to the Board;
- b) that space is available on already established routes;
- c) that parents can get their child to a designated bus stop, which is determined by STEO, within the receiving school's boundaries; and
- d) the parents understand that should transportation be granted based on articles a) b) and c) above, that it is only for that school year and that it will be required to be requested and reviewed on an annual basis.