

Administrative Procedure 301

RESIDENT STATUS/ADMISSIONS

Background

Jurisdictions have an obligation to provide appropriate educational programs to their resident students. In addition, the Education Act requires school systems to accept non-resident pupils in the school requested by the parent if there are sufficient resources and facilities available to accommodate the student.

The Division shall enroll all of its resident students and direct them through designated attendance areas to one of its schools, or direct them to a school in another jurisdiction.

The Division shall enroll resident students of another Division in the school requested by the parent if there are sufficient resources and facilities available to accommodate the student.

The Division shall enroll a resident student of the Alberta Government in one of its schools as requested by the Minister if the student is living in the Division.

Procedures

1. Resident students, for the purpose of this administrative procedure, are defined in accordance with Section 4 of the Education Act. Residency of a student is determined by:
 - 1.1 Residence of the parent(s)/guardian(s);
 - 1.2 Faith of the parents when both Catholic/Christian and protestant Boards are in existence.
 - Special education program requirements are outlined in Sections 4, 4.1, 11, 40, 58.1, 59, 197, and 222 of the Education Act.
2. Residency of independent students (as defined by the Education Act, Section 6) will be determined by where the student resides, rather than where his/her parent(s) reside.

3. Resident students of the Division residing in a designated attendance area for a school shall be enrolled in that school and expected to attend. A resident student of the Division who resides in a designated attendance area for a school shall be given priority over a student who does not reside in the designated attendance area for that school if there are insufficient resources and facilities to accommodate both students. Transportation will be the responsibility of the parent unless the Division has directed a student to a specialized program not offered in the neighborhood school.
4. In the event that a resident student becomes a non-resident student, the Division shall not assume responsibility to provide transportation for the student.
5. The Division shall enroll a resident student of another Division only if there are sufficient resources and facilities to accommodate the student.
 - Prior to enrollment, consultation with personnel from the previous school and the parents will be used to determine needed resources/facilities.
6. The Principal is responsible for determining if there are sufficient resources and facilities to accommodate non-resident students subject to the following criteria:
 - 6.1 A program that is suitable to the educational needs of the student must be available.
 - 6.2 Sufficient qualified staff must be available.
 - 6.3 Sufficient classroom space and learning resources must be available.
 - 6.4 The non-resident student/parent/guardian must:
 - 6.4.1 Attend an interview with the Principal/designate prior to enrollment;
 - 6.4.2 Complete the non-resident student application form; and
 - 6.4.3 Give permission to the Principal/designate to contact the previous/current school attended by their child.
7. The Superintendent and Principal must ensure that sufficient resources and facilities are available so that the needs of resident students within each designated attendance area for that school are being met prior to enrolling other students.
8. Students for whom admission is sought to Division schools shall have completed a registration form to establish legal name, age, citizenship and residing status.
 - 8.1 Legal name and proof of age shall be verified by the Principal through reference to one of a birth certificate, a baptismal certificate, a passport or a certified copy of birth registration.

- 8.2 Every effort shall be made to obtain proper verification of legal name and age. The parent or guardian may make a statutory declaration regarding the student's legal name and age on condition that acceptable verification is provided within three months.
- 8.3 Legal documents confirming guardianship must be presented prior to registration.
9. If the Superintendent refuses admission to a Division school, the decision is final.
10. Levels of non-resident student enrollment will be monitored on an annual basis.
11. The Division shall not charge tuition fees with respect to the enrollment in any of its schools to resident students, resident students of any other Division or resident students of the Alberta Government
 - The Division may charge tuition fees to any other individual who attends one of its schools. These fees will be allocated to the appropriate school-based account.

Reference: Education Act 4, 4.1, 11, 40, 58.1, 59, 197, 222	
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References shall be updated as required and do not require additional approval.