

## Administrative Procedure 305 – Form 305-1

### REQUEST FOR RESIDENT STUDENT TO ATTEND A NON-DESIGNATED SCHOOL

**SECTION A**

NAME OF STUDENT: \_\_\_\_\_

Principal of School in Attendance Area:

Name of school: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

1. Discussion with parents/legal guardians: \_\_\_\_\_  
**Date** \_\_\_\_\_
2. Educational rationale identified by parents/legal guardians: \_\_\_\_\_  
\_\_\_\_\_
3. If necessary, prior to finalizing a decision, consultation may occur with the Assistant Superintendent or, if applicable, the Learning Services Coordinator: \_\_\_\_\_  
**Date** \_\_\_\_\_
4. A program which addresses the needs of the student/child is available at the current, designated school:  
  - If no, the Principal contacts the Principal of the non-designated school to initiate a discussion regarding the request. Refer to clause 3.4, Administrative Procedure 305.
  - If the parents/legal guardians agree to accept responsibility for daily transportation to the non-designated school, the Principal contacts the Principal of the non-designated school to initiate a discussion regarding this request. (Proceed to Section B)

\_\_ Yes \_\_ No

\_\_\_\_\_  
**Signature of Principal**

**SECTION B**

**Principal of School in Attendance Area:**

1. Discussion with Principal of non-designated school:

\_\_\_\_\_ **Date**

2. Information from the parents'/legal guardians' request, as identified above, was shared with the Principal of the non-designated school.

\_\_ Yes \_\_ No

3. Both Principals agree that:

➤ the non-designated school could meet and deliver the educational programming for the student/child

\_\_ Yes \_\_ No

➤ space is available at the non-designated school

\_\_ Yes \_\_ No

➤ the request will move forward to the Principal of the non-designated school. (Proceed to Section C)

\_\_ Yes \_\_ No

4. Decision to move forward with supporting this request:

\_\_\_\_\_ **Date**

**SECTION C**

**NAME OF STUDENT:** \_\_\_\_\_

**Principal of Non-Designated School:**

Name of school: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

1. Discussion with parents/legal guardians: \_\_\_\_\_  
**Date** \_\_\_\_\_
2. Educational rationale identified by parents/legal guardians: \_\_\_\_\_  
\_\_\_\_\_
3. The school can provide educational programming that meets the needs of the child: \_\_\_\_\_  
\_\_ Yes \_\_ No
4. A. The principal contacts the Director of Transportation to ascertain transportation services for the student to attend a non-designated school. \_\_\_\_\_  
\_\_ Yes \_\_ No  
B. Identify the response from the NGPS Director of Transportation: \_\_\_\_\_  
\_\_\_\_\_
5. Parents/legal guardians are committed to provide daily transportation if bussing is not available.

\_\_\_\_\_  
**Signature of parents/legal guardians**

\_\_\_\_\_  
**Date**

6. Principal recommendations:
  - educational programming requirements: \_\_\_\_\_  
\_\_\_\_\_
  - required resources: \_\_\_\_\_
  - parental responsibilities: \_\_\_\_\_  
\_\_\_\_\_
7. Start date of student at the non-designated school: \_\_\_\_\_
8. Principal comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

9. Forward a copy of completed Appendix 305-I to the NGPS Director of Transportation: \_\_\_\_\_  
**Date** \_\_\_\_\_

**Annual Reviews:** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**