

STUDENTS

Permission to Enrol a Resident Internal Student

1.0 Introduction

- 1.1 The Durham District School Board boundaries for schools. It is expected that students will attend their home school. Exceptions may be granted at the discretion of the Superintendent of Education/Area.
- 1.2 Parents may request permission to have their child attend a Durham Board School other than the school as their Home School subject to the conditions listed below.
- 1.3 ***"Home School" is defined as the school designated for student attendance by the Durham District School Board based on student address and school boundary."***

2.0 Conditions:

- 2.1 There is space to accommodate the student in the requested grade/class.
- 2.2 All requests for out of area placement made before the beginning of a school year are provisional until enrolment statistics are confirmed on the first Friday of the new school year. Enrolment shifts may necessitate the need for the student to return to the Home School.
- 2.3 The parent will provide the transportation for the student.
- 2.4 The acceptance of the student is made on a yearly basis and renewal is subject to accommodation changes created by shifting enrolments.
- 2.5 The Administrative Officer/Area may approve/not approve the application to enrol a child in another area school on behalf of the Superintendent of Education/Area.
- 2.6 Approval must be received before a student begins class in the receiving school.
- 2.7 Grade nine students will attend their home school.

3.0 Parent Will Initiate the Request

- 3.1 The request to enrol a student in another Durham Board School must be initiated by the parent (or student 18 years or older) who will:
- 3.2 Elementary:
 - discuss the request with the Home School administrator and arrange to complete the application form.

Or,

 - contact the receiving school administrator directly arranging an interview to discuss the request and complete an application form.
- 3.3 Secondary:
 - discuss the request with the Home School administrator and fill in the application form;

And

- discuss the request with the receiving school administrator/guidance counselor and complete the application form

4.0 Administrator of the Receiving School Will Process the Application:

- 4.1 The administrator of the receiving school will:
- meet with the parent to discuss availability of space, reasons for the transfer, and programming issues;
 - contact the Home School administrator to discuss the transfer;
 - receive the completed application form;
 - recommend/not recommend the request for transfer and forward to the Administrative Officer/Area;
 - keep track of all out of area students and ensure that permission forms are renewed on a yearly basis.

5.0 The Superintendent of Education or Administrative Officer/Area May Approve/Not Approve:

- 5.1 The Superintendent of Education or Administrative Officer/Area:
- may contact the home and receiving schools to clarify the availability of space and confirm the conditions under which the transfer is being requested;
 - will approve/not approve the recommendation;
 - will send copies of the completed application form to both schools, the parents, and the central file;

6.0 Appeals

- 6.1 The Superintendent of Education/Area will consider parental/administrator appeals.

Secondary Administrators - Note:

Please inform parents/students that when students transfer to another school they give up their L.O.S.S.A. eligibility to play sports for one year pending an appeal to L.O.S.S.A.

Appendix:

Permission to Enrol a Resident Internal Student – Elementary

Permission to Enrol a Resident Internal Student – Secondary and Administrative/Guidance Department Interview at Receiving School

Effective Date

97-02-03

Amended/Reviewed

2009-07-08