

- Procedure Number: 530
  - Procedure Name: Attendance Areas – K to 8
  - Date of Revision: 2014 02 26
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**Attendance Areas – K to 8****1. Kindergarten Registration**

- a. Parents or guardians of children who will be five (5) years of age on or before December 31 of the current year should register them at the school in their residential catchment area during the month of February of that year.
- b. The following documentation is required for registration:
  - Verification of the child's birth date and citizenship status (birth certificate, passport or Landed Immigrant authorization)
  - Care Card
  - Immunization records

**2. New Student Registration**

- a. Parents or guardians of children new to the district should register them at the school in their residential catchment area
- b. The Principal of the catchment area school will work with the Superintendent of Schools to place the student in the appropriate classroom setting.
- c. The following documentation is required for registration:
  - Verification of the child's birth date and citizenship status (birth certificate, passport or Landed Immigrant authorization)
  - Care Card
  - Immunization records

**3. Cross Boundary Requests**

- a. Requests to cross boundaries are to be made annually by parents or guardians to the Superintendent of Schools using the Cross Boundary Application Form which is available on the School District 64 website and requires the signatures of the Principals of both schools.
- b. Permission to enroll may be granted up to March 15 of any calendar year dependent upon the predicted availability of space and facilities in each school.
- c. Requests to enroll after March 15 will not be granted until the end of the first week of September when actual space and capacity of facilities has been determined.
- d. Each year, all transfer requests will be handled in the following priority order:
  - 1) A catchment area child who did not attend the school in the previous year
  - 2) Siblings of students from outside the catchment area who are currently attending the school
  - 3) A non-catchment area child
  - 4) A non-school district child

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## **Attendance Areas – K to 8**

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### **4. Late French Immersion**

- a. Parents or guardians of children entering grade 6 may apply for Late French Immersion.
- b. Permission to enroll may be granted up to March 15 of any calendar year dependent upon the predicted availability of space and facilities in the school.
- c. Requests to enroll after March 15 will not be granted until the end of the first week of September when actual space and facilities in the school has been determined.

### **5. Phoenix Elementary School**

- a. Parents or guardians may apply for their children to attend Phoenix Elementary School.
- b. Permission to enroll may be granted up to March 15 of any calendar year dependent upon the predicted availability of space and facilities in the school.
- c. Requests to enroll after March 15 will not be granted until the end of the first week of September when actual space and facilities in the school has been determined.

### **6. Transportation is the responsibility of the parent**

- a. In some cases, it may be possible to provide bus and/or water taxi service as per Policy and Procedure 700 and 705.

### **7. Any decision regarding these procedures may be appealed to the Superintendent.**