



RESIDENT STATUS/ADMISSIONS

Background

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

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

The Division will 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 will 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.

Resident students for the purposes of this administrative procedure are defined in accordance with Section 4 of the Education Act. Special education program requirements are outlined in Sections 16, 17, 18 and 19 of the Education Act.

Procedures

1. The Division will 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, not to exceed actual cost, to any other individual who attends one of its schools. These fees will be allocated to the appropriate school-based account.
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 parents reside.
3. Resident students of the Division residing in a designated attendance area for a school shall be enrolled in that school, and attendance is compulsory if a program offered in that school is suitable for the student. 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.
4. In the event that a resident student becomes a non-resident, the Division shall not assume responsibility to provide transportation for the student.
5. Once a non-resident student is enrolled at the school, he/she will be given the opportunity to complete the school year.



6. Requests by non-resident students to attend Division schools will be made in writing to the Principal or designate.
7. The Principal is responsible for determining if there are sufficient resources and facilities to accommodate non-resident students subject to the following criteria:
 - 1.1 A program that is suitable to the educational needs of the student must be available.
 - 1.2 Sufficient qualified staff must be available.
 - 1.3 Sufficient classroom space and learning resources must be available.
 - 1.4 The non-resident student/parent/guardian will be interviewed by the Principal or designate prior to enrollment.
8. Prior to enrolling non-resident students, the Superintendent and Principal(s) 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.
9. In the event that the Principal refuses admission to a Division school, the decision can be appealed to the Superintendent.
10. Levels of non-resident student enrollment will be monitored on an annual basis.
11. If there is some question regarding residency, the parent/guardian or independent student will be asked to provide proof of guardianship.

Reference: Section 3, 4, 11, 12, 13, 33, 43, 52, 53, 197, 204, 222 Education Act