



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Shawna Warren, Superintendent

GOVERNANCE POLICY: [Board Policy 221 - Role of the Trustee](#)
[Board Policy 225 - Board Responsibility and Conduct](#)

ADDITIONAL REFERENCE: [Board Policy 701 - Board Delegation of Authority](#)
[Board Policy 700 – Superintendent of Schools](#)
 Education Act
 School Transportation Regulation AR96/2019
 Transfer of Student Transportation Funding Parent Declaration Form
 Funding Manual for School Authorities 2023-2024 School Year

Assurance Domain – [Governance](#)

SUBJECT: Administrative Procedure 580 – Non-Resident/Non-Attendance Area Student Transportation

PURPOSE:

For information.

BACKGROUND:

On June 29, 2023, the Division received the *Transfer of Student Transportation Funding Parent Declaration Form* from Alberta Education.

School boards are not obligated to provide transportation services for students that reside outside their boundaries. Transportation services for non-resident students are provided at the discretion of the school board and may change with or without notice.

Non-resident/Non-Attendance Area Student Transportation information is captured in the rewrite of *Policy 500 – Transportation* (proposed *Policy 500 – Student Transportation Services*) and the new *Administrative Procedure 464 - Fees*, therefore, the information in this Administrative Procedure is no longer required.

Administration has rescinded *AP580 - Non-Resident/Non-Attendance Area Student Transportation*.

Administration is prepared to respond to questions at the August 23, 2023, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 580 – Non-Resident/Non-Attendance Area Student Transportation



580: Non-Resident/Non-Attendance Area Student Transportation

**Responsible Administrator: Associate Superintendent
Corporate Services**

PURPOSE

Sturgeon Public Schools student transportation system was established to provide transportation for students who are residents of this system.

Students who do not reside in this jurisdiction, hereinafter called non-resident students, may be permitted access to the transportation system, provided sufficient seating accommodation and resources are available on the appropriate bus.

Sturgeon Public Schools may establish non-resident student transportation fees to be reviewed annually.

Resident and non-resident students who choose to attend a school other than their designated school assume responsibility for their transportation to school; however, School of Choice busing services may be made available, with an appropriate fee attached.

PROCESS

The Associate Superintendent Corporate Services will be responsible for maintaining this Administrative Procedure.

PROCEDURE

1. Transportation requests for non-resident students are to be directed to the Coordinator, Transportation Services, who will determine transportation availability. Upon determination, the Coordinator shall advise the school and/or the caregiver/parent.
2. Sturgeon Public Schools will correspond with the resident school jurisdiction and request a transportation agreement for non-resident students, whenever feasible, and possible. A standard format, for requiring transportation agreements, shall be directed to the resident school jurisdiction yearly.

References:

Board Policy: 310 Non-Funded Students

History

2020 Jan 29 Initial Approval

Administrative Procedures V. Student Services (Student Transportation)