



**Date:** November 27, 2024 **Agenda Item:** 8.10  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
Jonathan Konrad, Deputy Superintendent, Education Services  
Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **Administrative Procedure 206: School Attendance Areas and Requests to Attend a School Outside of the Designated Attendance Area**

**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 206: School Attendance Areas and Requests to Attend a School Outside of the Designated Attendance Area is a new Administrative Procedure which includes two Exhibits: AP 206 Exhibit 1 – School of Choice Application and AP 206 Exhibit 2 - Non-Resident Agreement. This new Administrative Procedure and Exhibits were developed in response to a request from school-based administration to have an administrative procedure to support school leaders with non-resident student enrolment requests and resident student School of Choice requests. Historically, this procedure has been embedded practice, however, with the ministry’s shift to a strong emphasis on parent choice, there is a need to put these practices into an administrative procedure to clearly outline legislation around residency and school attendance areas.*

The Division is committed to providing appropriate educational programs to resident students and recognizes the right of parents to request their children attend schools outside their designated attendance area. This new administrative procedure outlines the process for such requests, ensuring transparency and alignment with the Education Act and Board Policy.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (1) Building Effective Relationships  
**INDICATORS:** a. collaborating with community and provincial agencies to address the needs of students and their families.

**COMPETENCY:** (2) Modeling Commitment to Professional Learning  
**INDICATORS:** f. engaging teachers, principals, school jurisdiction leaders, school community and local community members to establish a shared understanding of current trends and priorities in the education system.

**COMPETENCY:** (6) School Authority Operations and Resources  
**INDICATORS:** a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and  
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

**COMPETENCY:** (7) Supporting Effective Governance  
**INDICATORS:** b. ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; and  
g. implementing board policies and supporting the regular review and evaluation of their impact.

**Governance Implications:**

Education Act

Right of access to education

3(1) Every person

- (a) who at September 1 in a year is 6 years of age or older and younger than 19 years of age,
- (b) who is a resident of Alberta, and
- (c) who has a parent who is a resident of Canada,

is entitled to have access in that school year to an education program in accordance with this Act.

Resident student

4(1) Subject to this section, a student is a resident student of the board of the school division in which the student's parent resides.

(8) If each parent is a resident of a different school division,

- (a) the parents must choose in writing one of those school divisions,
- (b) the student is a resident student of the board of the chosen school division,
- (c) the student must attend the school the student is directed to attend by the board of the chosen school division in accordance with section 10, and
- (d) the board of either school division may require that the choice of the parents remains in effect during the school year in respect of which it is made.

Enrolment in school operated by board

10(1) Subject to subsection (2), a board shall direct a resident student of the board to enrol in and attend a particular school operated by the board.

Responsibility to students

11(1) A board shall ensure that each of its resident students is provided with an education program consistent with the requirements of this Act and the regulations.

#### [Policy 200: Attendance Areas](#)

Resident students and students enrolled under an Education Services Agreement are designated to attend schools in attendance areas as established by the Board.

#### [Policy 500: Student Transportation Services](#)

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the Sturgeon Public School Division to attend their designated school.

#### [Administrative Procedure 855: Alternate Programming and Learning Opportunities](#)

Sturgeon Public Schools provides programming that meets the educational needs of resident students as outlined in the Education Act.

While the instructional needs for most students are accommodated within the Division's schools, the learning needs of some students maybe provided in an alternate learning environment or program.

Decisions regarding student placement shall involve the parent/guardian and student, teacher, the school Principal and the Director, Learning Support, and shall consider, but not be limited to, the following:

- Programming needs of the student;
- Programming options available, and
- Student and parent/guardian preferences.

Administration is prepared to respond to questions at the November 27, 2024, Public Board meeting.

#### **Attachment(s):**

1. AP206: School Attendance Areas and Requests to Attend a School Outside of the Designated Attendance Area - [Website Version](#)
2. AP206: Exhibit 1 - School of Choice Application - [Website Version](#)
3. AP206: Exhibit 2 - Non-Resident Agreement - [Website Version](#)



## 206: School Attendance Areas and Requests to Attend a School Outside of the Designated Attendance Area

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### **Purpose**

The Sturgeon Public School Division is committed to providing appropriate educational programs to resident students and recognizes the right of parents to request their children attend schools outside of their designated attendance area. This procedure outlines the process for such requests, ensuring transparency and alignment with the Education Act and Board Policy.

Resident students and students enrolled under an Education Services Agreement are designated to attend schools in attendance areas as established by the Board.

All students are encouraged to attend the designated school determined by the student's home location in their attendance area. However, the Division recognizes parental rights to request that their children attend a school other than the designated school within their established attendance area.

As per Section 10 of the Education Act, a board shall enrol a resident student of the board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enrol the student, there are sufficient resources and facilities available to accommodate the student

A resident student of a board who resides in the attendance area for the school must be given priority over a student who does not reside in the attendance area (s. 10.3 Education Act).

## **Definitions**

### Resident Student

Student residing within The Sturgeon Public School Division jurisdiction.

### Non-Resident Student

Student residing outside The Sturgeon Public School Division jurisdiction (outside the Division's boundary).

### Designated School

Shall refer to the Board assigned school for a specific, geographic catchment area, and as per s. 10(1) of the Education Act.

### School of Choice

Shall refer to any school that is outside the assigned geographic catchment area, as per s.10(1) of Education Act and Policy 200.

### Selection Procedure

A student by student enrolment process used when requests exceed available space and resources.

## **Procedure**

### **Resident Student**

#### **Initial Request Process**

Parents, who are residents of Sturgeon Public Schools, requesting to register their child(ren) in a Requested School must communicate with the Principal of their Designated School and the Principal of the Requested School. Parents are encouraged to begin this process before April 30th of the upcoming school year.

#### **Communication Between Schools**

The Requested School Principal shall contact the Designated School Principal prior to accepting the registration of a resident student from outside their attendance area and before finalizing *AP 206 Exhibit 1 – School of Choice Application*.

#### **Factors for Approval**

Resident Student Requested School applications shall be reviewed by the Principal of the Requested School and, when possible, the Principal of the Designated School. The following factors shall be considered:

- Availability of space, resources and programs
- Availability of teaching and support staff
- Projected school enrolment
- The suitability of programs offered to meet student needs

### **Completion of AP 206 Exhibit A – Requested School Application**

The Requested School will not accept the registration of a student from outside of their

attendance area until *AP 206 Exhibit 1 – School of Choice Application* has been completed and approved.

### **Annual Renewal**

*AP 206 Exhibit 1 – School of Choice Application* must be completed each year by April 30 for the upcoming school year, unless otherwise specified for continuing enrolment at the school. Exceptions include families who are new to the Division after this date, in which case they may apply during the school year.

### **Transportation Responsibility**

When a resident student attends a school outside of their designated attendance area, transportation becomes the responsibility of the parent(s)/guardian(s)/independent student. The Division does not guarantee transportation for students attending a non-designated school, however, transportation services **may** be provided if there is space available on an existing route and if there is no significant diversion from regular routing.

In the event that a resident student becomes a non-resident student, the Division shall not assume responsibility to provide transportation for the student.

### **Non-Resident Student**

#### **AP 206 Exhibit 2 - Non-Resident Agreement**

By March 31, Principals shall inform parents of non-resident students (those living outside Sturgeon Public School Division jurisdiction) in writing about the availability of space, resources and programming for the upcoming school year.

### **Priority for Enrolment**

Enrolment priority will be determined in the following order:

- Students who reside in the attendance area
- Resident students who reside in another attendance area
- Non-resident students
- In the event that demand exceeds capacity, a selection process will be used in accepting students from outside the attendance area. This will be based on sufficient resources and facilities available to accommodate the student as determined by the Principal.

### **Transportation Responsibility**

Non-Resident transportation services **may** be provided if there is space available on an existing route, if there is no significant diversion from regular routing and the parent/guardian has completed the Transfer of Student Transportation Funding Parent Declaration Form prior to October 31.

In the event that a resident student becomes a non-resident student, the Division shall not assume responsibility to provide transportation for the student.

### **Appeals Process for Resident Students Only - School of Choice**

School of Choice appeals for resident students shall follow *Board Policy 245: Appeals Regarding Student Matters*.

### **Mid-Year Transfers**

A parent of a student enrolled in a school operated by a board shall not request that the student be enrolled in another school during the school year unless the board operating the other school consents, as stated in Section 10(7) of the Education Act.

## **Directed Attendance**

The Deputy Superintendent, Education Services, or designate, may direct a student to attend a school outside of their designated attendance area if necessary due to educational or programming needs, as outlined in Board Policy 200, Section 2.5.

## **References**

Policy 200: Attendance Areas

Policy 245: Appeals Regarding Student Matters

Policy 500: Student Transportation Services

AP 206 Exhibit 1 – School of Choice Application

AP 206 Exhibit 2 - Non-Resident Agreement

AP 855: Alternate Programming and Learning Opportunities

Transfer of Student Transportation Funding Parent Declaration Form

Alberta Education Funding Manual for School Authorities

Education Act: Sections 3(1), 4(1)(8), 7(1), 10, 11(1), 12, 13(1)

## **History**

2024 Dec 09 Procedure Established

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## **Administrative Procedures II. School Board Governance and Operations**





## AP 206 Exhibit 1 – School of Choice Application

(Sturgeon Public Schools Resident Student(s) Only)

**Reference: Administrative Procedure 206: School Attendance Areas and Requests to Attend a School Outside of the Designated Attendance Area**

Designated School:

*The designated school is the school that is assigned to the area in which you currently reside.*

School-of-Choice:

*The requested school is the school-of-choice in which you are requesting future enrolment for your child or children.*

Name of Student(s) (Last, First)	Current Grade:	Alberta Education ID:

**Address**

City/Town	
Postal Code:	

**Mailing Address (if different)**

City/Town	
Postal Code:	

*The applicant shall be a Parent (or Guardian) as defined in the Family Law Act of the Province of Alberta, or an Independent Student as defined in the Education Act.*





**Reason for Request:**


Please complete the applicant acknowledgement statement on the reversed side of this form:

Applicant Name:

Phone:

**BE ADVISED**

A student is not enrolled until APPROVED by the Principal of the School-of-Choice requested.

**Prior to enrolment acceptance**, parents, guardians or independent students shall acknowledge the following:

- School of Choice registration may only be possible **IF** sufficient space and resources are available. A school’s population may change year to year. By legislation **THERE IS NO GUARANTEE THAT ENROLMENT AND/OR TRANSPORTATION MAY CONTINUE AFTER THE CURRENT ENROLMENT YEAR**. If a grade in a school-of-choice reaches capacity, students who do not live in the school’s attendance area may be directed back to their designated school for September of the following year.
- Regarding transportation: Sturgeon Public School Division will not guarantee the availability of transportation services for school-of-choice students. Parent may request transportation to a school-of-choice with an understanding that:
  - Transportation services may be unavailable between your residence and a school-of-choice.
  - The provision for transportation services, if available, may be delayed until after the commencement of the school term and only after all the eligible students are assigned to busing.
  - Transportation services may be provided **IF** there is room on an established transportation route.
  - Transportation services will not divert significantly from a regular route to provide school-of-choice registration service.
  - Transportation services will carry an additional fee for school-of-choice registration as outlined in [Board Policy 500 Student Transportation Services](#) and [Policy 464: Exhibit 1 - Fees](#)

The applicant signs this form to acknowledge **full** understanding of the statements above.

Applicant Signature:		Date:	
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Regarding the timeline for acceptance: A Principal shall be responsible for resource stewardship and, therefore, may need to delay acceptance or denial of registration for the school year until late into August. This review process ensures that the school has sufficient space and resources available for all of its resident (designated) students.



**This form is for school-of-choice permission only.** Other applicable registration forms shall be required upon approval (i.e., school registration, transportation). This form shall be retained by Sturgeon Public School Division for the duration of the enrolment of the student in the school-of-choice. Accepted school-of-choice registration shall remain in place until and unless directed back to the designated school. A new form shall be required when transitioning to a new school-of-choice.

**APPEAL PROCESS**

A request for appeal of placement decisions may be directed to the Office of the Superintendent. Appeals shall not be reviewed for those schools or school grades that are declared by the Division to be at, or nearing capacity.

**INTERNAL USE ONLY**

The **Principal of the Designated School** (the home/catchment area school) signs this form to acknowledge the request and that an opportunity to speak with the family requesting the change has occurred – if desired and prudent to do so.

Principal's Signature:		Date:	
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The **Principal of the Request School** signs this form to confirm that space and resources are available, and that the placement of the student(s) shall be supported until such time as there are no longer spaces or resources in the student's grade. For retention – upload to "Supplemental Documentation" in the document management system.

Principal's Signature:		Date:	
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## AP 206 Exhibit 2 - Non-Resident Agreement

I, the parent/guardian of or Independent Student \_\_\_\_\_ (First and Last Name of Student) understand that the above named student **may** be eligible for programming from Sturgeon Public Schools for the academic year of 2025-2026 in accordance with the Alberta Education qualifications.

However, I understand that as a resident of \_\_\_\_\_ (Town/City/Country) above named student is not a resident of Sturgeon Public School Division and is **not** guaranteed programming, transportation or placement in any Sturgeon Public School Division school.

A non-resident student will only be considered for acceptance if there is space and resources available to provide appropriate programming. A discussion with the school principal must take place by April each year to determine if programming is available the following year.

Sturgeon Public School Division reserves the right to deny registration of any non-resident student from school year to school year.

\_\_\_\_\_  
Printed Name of Parent/Guardian/Independent Student

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Date

References: Education Act  
[Policy 200 - Attendance Areas](#)

CC: Parent/Guardian/Independent Student  
Digital Student Record

*In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), The Sturgeon Public School Division is authorized and required under the provisions of the Education Act and its regulations to collect, use and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.*

December 2024

