

# School Transfers and Boundary Exemptions

## Background

Prairie South Schools operates as an open boundary school system allowing parents/guardians the opportunity to register students in any of the Division's schools. Prairie South strives to have a school capacity utilization rate of 85% in all facilities.

## Procedures

### 1. Transfer Request Form and Boundary Exemption Request Form Process:

#### School Start Up

- 1.1 The parents or guardians fill out Appendix A: **Boundary Exemption Form** that specifically outlines reasons for the request. If approved, no transportation will be provided by the Division. The following process is followed for a Boundary Exemption Request:
  - 1.1.1 Principal signs the boundary exemption form and sends it to the Superintendent of Operations. Principal cannot accept students into the school until the form is approved by the Superintendent of Operations.
  - 1.1.2 Superintendent of Operations signs the form.
  - 1.1.3 Superintendent of Operations signs confirmation letter.
  - 1.1.4 Reception mails the letter, enters info into database, files a copy of letter.

#### Mid-Year

- 1.2 Parents or guardians contact school administration of the school in the family's attendance area and a meeting is held to discuss reasons for the request.
  - 1.3 In the event that the request is still desired, parents or guardians may request a meeting with the Superintendent of Operations to discuss the transfer. The Superintendent of Operations will either approve or deny the request.
  - 1.4 If approved, the Superintendent of Operations will contact the administration of the receiving school and confirm the transfer.
  - 1.5 Parents/guardians complete and submit a Boundary Exemption form at the receiving school.
2. Superintendent of Operations' Responsibilities:
    - 2.1 Review exemption form and school situation prior to signing.
  3. Principal's Responsibilities:
    - 3.1 Ensure they have space in their school prior to signing the exemption form.
    - 3.2 Communicate to the parent that the boundary exemption is not final until a confirmation letter is received from the Superintendent of Operations.

There are circumstances when approval for transfer to a school outside of the student's catchment area may not be approved.

4. Transfers may not be granted if:

- 4.1 The school is at 90% enrolment capacity.
- 4.2 There is no space available in the grade level or classes at the school in which the student desires to be enrolled.
- 4.3 There are no appropriate educational programs or services available to improve the student's condition as stated in the request for transfer.

5. Appeal Process

- 5.1 In the event that the request is denied, the parents or guardians may appeal in writing to the Director of Education. A final appeal may be made to the Board of Education.

Reference: Sections 2, 42, 85, 145, 148, 156, 170, 173, 175 Education Act

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