

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>Cross Boundary School Application</b>	<b>300-2</b>

## Purpose

To establish the application procedure and approval process for students to attend an elementary school, a program of choice school, or a middle school that is outside of the student’s residential catchment area.

## Procedures

### 1. Application Process

- a. Parents who would like their child to attend a cross-boundary school must complete a Cross Boundary Application Form. This procedure applies to all elementary, middle school and program of choice schools. The forms must be submitted to their catchment school. The application will be considered for the current and the following school year.
- b. Students attending a cross boundary school in the current year will receive a cross boundary renewal form in February. The form must be completed and returned to their current school **by March 31**. The application will be considered for the following year.
- c. Mission elementary grade six students will receive a notice of their middle school catchment in December. For the student to attend the other middle school, parents must submit a Cross Boundary Application Form to their current elementary school **by March 31**. The application will be considered for the following year.

### 2. Approval Process

- a. The cross boundary enrolment approvals will be based on the available space and the prioritization outlined in the general guidelines of the *Catchment Area, Cross Boundary, Schools of Choice, and Programs of Choice Policy*, and further prioritized by the date the application or renewal notice was received.
- b. If at June 15, the cross boundary classroom or school enrolment projection for September is 90% or more of the schools’ maximum enrolment, the cross boundary application decisions will be made by the Friday of the first week in September.
- c. If at June 15, the cross boundary classroom or school enrolment projection for September is less than 90% of the schools’ maximum enrolment, the cross boundary application decisions may be confirmed in June.

**Date of Original Superintendent Approval:**

**Date Amended:** **January 2018**

*Cross Reference: Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy  
Cross Boundary Application Form  
Student Registration Procedure  
K – 12 Student Registration Form*