

Section:	School Administration	
Title:	Cross-Boundary School Application Process	3.1.2

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. In accordance with Board Policy, cross boundary applications are for one year only.

Procedures

1. Application Process
 - a. New Applications
 - i. Parents or legal guardians who would like their child to attend a cross-boundary school must register at their catchment school, and then complete a Cross-Boundary Application Form. This procedure applies to all elementary, middle, and programs of choice schools.
 - ii. Completed forms must be submitted to the regular catchment school.
 - iii. The application will be considered for the current year, or the following year, depending on when the application is received.
 - b. Renewal Applications
 - i. 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 renewal application will be considered for the following year.
 - c. Middle Schools
 - i. In December, Mission elementary grade six students will receive a notice of their middle school catchment. 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 new application or renewal application was received by the school.
 - b. Cross boundary applications are confirmed by the end of the first week in September. Whenever possible, we will let families know sooner, depending on space availability.
 - c. Cross Boundary student placement will be prioritized as follows:
 - i. Renewal applicants in order of receipt of the application.
 - ii. New applicants with siblings in the school, in order of receipt of the application.
 - iii. New applicants without siblings in the school, in order of receipt of the application.

Approved by the Superintendent: January 2018

Date Amended: June 2022

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)
[Cross Boundary Application Form](#)*

Catchment School Student Registration Process Procedure
K – 12 Student Registration Form
School of Choice Application Process Procedure
School of Choice Application Form
Residency in British Columbia