

Anglophone South  
SCHOOL DISTRICT

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Saint John Education Centre

490 Woodward Avenue  
Saint John, New Brunswick  
E2K 5N3

**HANDBOOK**

**FOR**

**HIGH SCHOOL REGISTRATIONS**  
(In the Saint John Education Centre)

## REGISTRATION PROCESS

This handbook outlines the process of completing high school registration for students in the Saint John Education Centre, who have the unique option of requesting to attend a high school outside of their geographical zone.

### REGISTRATION

1. All Grade 8 students in the Saint John Education Centre will receive a high school registration form by January 27 from their homeroom teacher. This form will indicate what school your child is zoned for according to your current residential address on record with the school district. It is important this information is up to date and accurate.

School Zone	High School
East of the Causeway	Simonds High School
Areas between the Causeway and the Reversing Falls Bridge	Saint John High School <b>OR</b> St. Malachy's Memorial High School
West of the Reversing Falls Bridge	Harbour View High School

2. Students will indicate their preferred choice of high school on their registration form and must submit it to their homeroom teacher by the deadline: **January 31, 2025 (Noon)**.
3. Forms are processed at the district office. All parents/guardians will receive a letter no later than **March 31, 2025**, indicating what school their child has been registered to.

### SCHOOL PLACEMENT

To ensure that each high school in the Saint John Education Centre offers a full range of programming, we equally distribute our Grade 9 students across the four area high schools.

Students who request their zoned school as their preferred choice, by the deadline, will be placed in that high school.

If a high school has remaining spaces available after accommodating all in-zone students, these spaces will be filled by out-of-zone students who have requested placement there.

Placement of out-of-zone students:

- If there are enough spaces to accommodate the requests from out-of-zone students, as allowed by the equal distribution of students across high schools, and it does not create an imbalance at their zoned school, then all students requesting out-of-zone placement will be admitted.
- If the total number of students requesting out-of-zone placement **exceeds** the total number of available spaces in a school, then all out-of-zone registrants will be placed in a random draw to fill the remaining spaces, which will continue until the maximum number of spaces for that school is reached.
- If a student changes residences during or after the grade 9 registration process, they will be admitted to their zoned high school **if space is available**. Proof of residence will be required. Acceptable proof of residence is a driver's license and/or a utility bill.

#### **LATE REGISTRATIONS & NON-SAINT JOHN EDUCATION CENTRE STUDENTS**

Students who register after the established deadline or students who are not currently registered at a SJEC school will be assigned to a high school and notified by mail no later than April 30, 2025.

If there is space available in their preferred school, they may be assigned to that school.

#### **WAITLIST**

All students who do not get placed in their preferred school will be included on a waitlist, added in order by random draw. Late registrants and/or non-SJEC students who are not assigned their preferred school will be placed at the end of the waitlist.

If your child is not assigned their preferred school but wishes to remain in their zoned school, please notify the Director of Schools by the end of July to ensure they are removed from the waitlist.

Prior to September, any spaces that become available will be assigned to students on the waitlist and they will be notified before the start of classes of their updated school placement.

Once the school year 2025-2026 begins, the waitlist will close, and grade 9 students will no longer be moved between schools.

### **CHOOSING YOUR HIGH SCHOOL**

It is a unique situation that students in our Saint John communities can request their preferred school. All other high schools in ASD-S enroll based on a student's locally zoned school. While every school is unique in some ways, students will receive a world class education in any high school in our district.

Every high school offers the required courses for the New Brunswick high school diploma with additional courses dependent on local availability, and all offer an exceptional variety of opportunities to learn and participate in extracurricular activities, such as clubs, arts, and athletics. Increasingly, the NB High School curriculum provides many opportunities for students to tailor their learning to their own abilities and interests, through distance, virtual, and independent learning, regardless of the school they attend. Furthermore, every school has outstanding staff, a strong sense of pride, community, and school spirit, and students will have the opportunity to engage and make connections in any of them.

Given the similarities in our schools, students and families may be unsure which school to choose as their first preference. Students and families may wish to make their request based on school location, commute time/ transportation, or attendance of friends or family, with the understanding that we may not be able to accommodate some requests as we strive to make distribution of students safe and equitable for each school.

All Grade 9 students will receive a welcome and orientation to their high school prior to the commencement of classes.