



ANGLOPHONE SOUTH SCHOOL DISTRICT REQUEST FOR SCHOOL PLACEMENT WITHIN EDUCATION CENTRE

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| <input type="checkbox"/> Within Saint John Education Centre
490 Woodward Ave. Saint John., NB E2K 5N3
Tel. (506) 658-5300 Fax (506) 658-5399 | <input type="checkbox"/> Within Hampton Education Centre
82 School St. PO Box 1002 Hampton NB, E5N 8H1
Tel. (506) 832-6143 Fax (506) 832-6193 | <input type="checkbox"/> Within St. Stephen Education Centre
11 School Street St. Stephen, NB E3L 2N4
Tel. (506) 466-7300 Fax (506) 466-7309 |
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For School Year 20____ - 20____

Student Name:		
Parents/Guardians:		
Home Address:		
Postal Code:	Telephone: (H)	(W)
Zoned School:		
Requested School Placement:		
Grade	Program:	<input type="checkbox"/> Eng Prime <input type="checkbox"/> Early French Immersion <input type="checkbox"/> Late French Immersion
Date for Placement:		
Reason for Request:		

I have read the procedures for Student Placement outside my zone school on the back of the form and understand transportation is my responsibility.

Parent's Signature:	Date:
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Please return completed form to your **Zoned School Principal** for appropriate action.

Zone School: (Principal)	Date:
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Original: Director of Schools
Copies to: Receiving School

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date: _____

Director of Schools



Anglophone South School District



EECD 319
POLICY NO. ASD-S-319

Category	Educational Services		
Subject	Request for Student Placement: Within & Between Centres & Districts		
Adopted		Revised	
Policies Used / Referenced	8-832;6-353;10-353		

Policy Statement

A system of zones, as amended from time to time, shall be used as the basic plan for deciding the school which a student will attend within the Education Centre. Parents or guardians may be given permission by the Director of Schools to place their child(ren) in a school other than the school(s) in their zone, subject to conditions.

Procedures

1. Parents or guardians who wish to request placement in a school other than that for the zone of residence shall complete the appropriate request form stating the reason for the request.
 - a. Within Education Centre Form (another school in your Education Centre)
 - b. Between Education Centres Form (another Education Centre)
 - c. Outside ASD-S (a District other than Anglophone Director of Schools in the Education Centre in consultation with Principals. Consideration of the requested placement may be approved for part of the school year or the full school year if:
 - a. the move serves a justifiably defined educational need or purpose
 - b. there is space in the grade level/program for which attendance is sought
 - c. the move does not seriously affect the enrolment of the grade/program at the zone/home school or the receiving school
 - d. the parents/guardians provide transportation for their child respecting arrival and departure times
2. Permission to place children outside their zone is given on a year-by-year basis as long as space is available. There is an annual re-application process and permission granted in one year does not guarantee that such permission will be granted in subsequent years.
3. The Director of Schools may recommend placement of any child in a particular school for specific educational reasons.
4. **Students given permission to attend a school outside their geographic boundary may be asked to leave at any time during the school year if a student living in the zone moves in and the grade/program exceeds the maximum class size. The student asked to leave will be the last student out of zone registered for that grade/program.**
5. If the request for placement is denied, the parents/guardians will be informed that they can appeal to the Superintendent.
6. Saint John Education Centre Grade 9 placement policy will apply – refer to Handbook.

Reference

- [Education Act Section 9, 11\(1\), 11\(4\)](#)
- EECD [Policy 321 – Admission Based on Language](#)