

Anglophone West School District

REVISED April, 2013

Fredericton Education Centre
 1135 Prospect Street, Fredericton, NB E3B 3B9
 Tel. (506) 453-5454 Fax (506) 453-4220

Oromocto Education Centre
 17 Miramichi Road, Oromocto, NB E2V 2P6
 Tel. 1-888-388-4455 Fax (506) 357-4011

Woodstock Education Centre
 138 Chapel Street, Woodstock, NB E7M 1H3
 Tel. 1-888-388-4455 Fax (506) 325-4490

REQUEST FOR INTER-DISTRICT SCHOOL PLACEMENT

Initial Request

Renewal

For School Year 20 _____ *- 20* _____

Name of Student:		Medicare Number:	
Name of Parents/Guardians:			
Home Address:			
Postal Code:		Telephone: (H) (W)	
Zone School:			
Requested School Placement: 1st Choice		2nd Choice	
Grade Level:		Program: Eng Fr. Imm.	
Date for Placement:		School Year: 20 _____ - 20 _____	
Reason for Request:			
School(s) Which Siblings Attend:			
Is Child a Special Needs Student: Yes No			
If Yes, please identify nature of special needs:			

I have read the Guidelines for Inter-District School Placement Requests and understand transportation is the parents' responsibility. (Guidelines are printed on reverse side of form.)

Parent's Signature:	Date:
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Return completed form to Zone School Principal for appropriate action.

Parents will be informed of the final decision following registration of new students in August.

Release from Zone School: (Principal's Signature)	Date:
Senior Education Officer: (Releasing – if applicable)	Date:
Senior Education Officer: (Receiving Education Centre)	Date:

In making the request for Inter-District School Placement of students, parents/guardians should be aware of the District's Guidelines. The Guidelines are on the reverse side of this form. Students residing outside ASD-W must receive release from the District in which they currently reside. Verification of the release should accompany this request.

Original: Receiving Education Centre
Copies to: Releasing Education Centre
 Principal of Zone School
 Principal of Receiving School
 Parent

<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Anglophone West School District

Category: Educational Services
Subject: Guidelines for Inter-District School Placement
Adopted: February 2013

District Statement

A system of zones, as amended from time to time, shall be used as the basic plan for deciding the school which a pupil may attend within the District. Parents or guardians may be given permission by the Senior Education Officer 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 Request for Inter-District School Placement form, stating the reasons for the request.
2. All Inter-District School Placement requests will be reviewed by the Senior Education Officer for the area in consultation with School Principals. Consideration of the requested placement may be approved for part of the school year or the full school year if:
 - (a) there is space in the school for which attendance is sought,
 - (b) the move does not seriously affect the class that the child would normally attend,
 - (c) the parents/guardians provide their own transportation for their child,
 - (d) the move is consistent with other policy,
 - (e) the move serves a justifiably defined need or purpose.
3. Permission to place children outside their zone is only given on a year-by-year basis. Parents shall re-apply each year to request permission. Permission granted in one year does not guarantee that such permission will be granted in subsequent years.
4. The Senior Education Officer may place any child in a particular school for specific educational reasons.
5. Students may be required to return to their zoned school should circumstance change. Parents will be informed by the Senior Education Officer.
6. Parents will be informed that approval for the request is granted on a year to year basis.
7. If the request is denied, the parents/guardians shall be informed and advised that the decision may be appealed to the Superintendent.