



OUT OF AREA APPLICATION PROCEDURE 501-A Appendix A

(See reverse side of page for 501-1 form)

It is the intent of Policy 501 that students attend their designated elementary or secondary school for Regular Track or French Immersion. Applications for students to attend a school outside of their attendance area will be considered based on the reason specified on the application form (*see reverse side of this page*) and other factors including, but not limited to, space availability, additional costs that may accrue to the board, and the ability of both the designated home school and requested school to deliver a viable program. The following procedures are to be followed:

1. The application form (501-1) must be submitted to the principal of the designated home school. One form for each student is required.
2. Once the application has been received by the designated home school principal, they will consult with the principal of the requested school to determine the validity of the application. A recommendation for approval or denial will be made only with the full agreement of both principals. They will complete Part B of the form and submit it to the appropriate superintendent for decision.
3. Communication of the decision will be forwarded to all parties involved (i.e., parent(s)/guardian(s) or adult student, home school and requested school principals).
4. Elementary applications for the upcoming school year should be submitted by March 31. Decisions will be communicated no later than June 30 of the current school year. For applications received after March 31, decisions will be communicated no later than August 31.
5. For students entering their first year of secondary school (grade 9), application forms must be submitted to the principal of the designated home school by January 31 for the upcoming school year. For current secondary students, applications should be submitted at least two weeks before each semester begins (August/January), or by May 31 for annual consideration.
6. Approval for elementary students is granted on an annual basis only (one school year). Approval for secondary students may be limited to one semester at the discretion of the principal.
7. Each year, parent(s)/guardian(s), or the adult student must re-submit an application for approval to the designated home school. Secondary students who have been granted permanent placement by the receiving school's principal do not need to reapply.
8. If an application is made based on historical babysitting/child care, parent(s)/guardian(s) will be required to also complete and submit the Child Care Declaration Form (501-3) with their application form.
9. The board does not provide transportation for Out of Area students. Transportation of Out of Area students will be the responsibility of the student's parent(s)/guardian(s).



OUT OF AREA APPLICATION FORM

501-1

(see reverse side for application procedure)

PART A – PARENT/GUARDIAN COMPLETION (or adult student 18 years or older)

Use one form for each student. PLEASE COMPLETE ONLINE www.ugdsb.ca/outofarea OR PRINT CLEARLY

Student Name: _____ Date of Birth (mm/dd/yyyy): _____ Current Grade: _____

Date of Request: _____ (mm/dd/yyyy) School Use Only OEN Number: _____

Name of Parent/Guardian: _____

House/Fire Number: _____ Street Name: _____

City/Town/Township: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Home School (per primary residential address) : _____

Current School (if different from home school) : _____

School Requested: _____ Grade: _____ Requested Start Date: _____

Reason for Request: _____ (mm/dd/yyyy)

| | |
|--|--------------------------------------|
| <p>The student agrees to comply with the school's Code of Conduct. As per Policy 501, I understand that there is no transportation provided. I agree to make arrangements for my child to get to and from school.</p> | <p>Parent Initials: _____</p> |
|--|--------------------------------------|

Signature of Parent/Guardian: _____
(or adult student 18 years or older) Name (please print) _____ Signature _____ Date _____

PART B - SCHOOL USE ONLY (obtain completed 501-3 Child Care Declaration Form as required)

Comments: (Mandatory completion, be specific): _____

Signature of Home School Principal _____
Name (please print) _____ Signature _____ (Date) _____

Signature of Requested School Principal _____
Name (please print) _____ Signature _____ (Date) _____

PART C – RECOMMENDATIONS / DECISIONS (Confirm communication)

| | | | | |
|------------------------------------|--------------------------|--------------------------------------|--------------------------|--|
| Principal's Recommendation: | <input type="checkbox"/> | Approved for one school year only | <input type="checkbox"/> | Approved for one semester (Secondary Only) |
| | <input type="checkbox"/> | Permanent Placement (Secondary Only) | <input type="checkbox"/> | Request Denied |

| | | | | |
|-----------------------------------|--------------------------|------------------------------|--------------------------|----------------------------|
| Superintendent's Decision: | <input type="checkbox"/> | Out of Area Request Approved | <input type="checkbox"/> | Out of Area Request Denied |
|-----------------------------------|--------------------------|------------------------------|--------------------------|----------------------------|

Name of Superintendent (please print) _____ Signature _____ (Date) _____

Authorization for the collection of this information is in the Education Act. The purpose is to collect information to support an application for Out of Area attendance. Users of this information will be the principal, Superintendent of Education, and appropriate administrative support staff. The original form and all copies will be retained and securely destroyed in accordance with the board's Records Management Manual and Policy 316, which is a minimum of one year, or longer according to the placement period. The contact person for queries concerning this information is the principal of the home school.