



## OUT OF DISTRICT APPLICATION PROCEDURE 501-A Appendix B

(See reverse side of page for 501-2 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 (501-2) must be submitted to the principal of the requested school. One form for each student is required.
2. Once the application has been received by the requested school principal, they determine the validity of the application which may include consultation with the student's Out of District home school principal. A recommendation for approval or denial will be made following this consultation. They will complete Part B of the form and submit it to the appropriate superintendent for decision.
3. A recommendation for approval may include a different school than the school requested on the application form.
4. Communication of the decision will be forwarded to all parties involved (i.e., parent(s)/guardian(s) or adult student, and requested school principal).
5. 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.
6. For students entering their first year of secondary school (grade 9), application forms must be submitted to the principal of the requested 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.
7. 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.
8. The board does not provide transportation for Out of District students. Transportation of Out of District students will be the responsibility of the student's parent(s)/guardian(s).
9. It is the responsibility of the student to comply with the board's and receiving school's code of conduct in order to have the Out of District approval maintained. The board reserves the right to revoke an Out of District approval.
10. 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.
11. Parent(s)/guardian(s) or adult student must re-submit an application each year.



# OUT OF DISTRICT APPLICATION FORM

501-2

*(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](http://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 & District (per primary residential address) : \_\_\_\_\_

Current School & District (if different from home school) : \_\_\_\_\_

School Requested: \_\_\_\_\_ Grade: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_ (mm/dd/yyyy)

<p><b>The student agrees to comply with the board's and 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.</b></p>	<p><b>Parent Initials:</b> _____</p>
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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): \_\_\_\_\_

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**Signature of Principal** (if approved) \_\_\_\_\_  
Name (please print) Signature (yy/mm/dd)

**PART C – RECOMMENDATIONS / DECISIONS (Confirm communication)**

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

<b>Superintendent's Decision:</b> <input type="checkbox"/> Out of District Request Approved	<input type="checkbox"/> Out of District Request Denied
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Name of Superintendent (please print) \_\_\_\_\_ Signature \_\_\_\_\_ (yy/mm/dd)

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 District 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 receiving school.