

☐ **Fredericton Education Centre**
 20 Knowledge Park Dr, Fredericton, NB E3C 2P5
 Tel. (506) 453-5454

☐ **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 1H
 Tel. 1-888-388-4455 Fax (506) 325-4490

REQUEST FOR INTRA-DISTRICT SCHOOL PLACEMENT

Processing involves agreement from sending and receiving Principals and Directors.

☐ **Initial Request**
☐ **Renewal**

Name of Student:		
Name of Parents/Guardians:		
Home Address:		
Postal Code:	Telephone: (H)	(W)
Current Zoned 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: <input type="checkbox"/> Yes <input type="checkbox"/> No		Extra Support Provided at Current School? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please identify nature of special needs:		

I have read the Guidelines for Intra-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 the appropriate Education Centre for action.

Parents will be informed of tentative decisions in June/July and will be finalized in August, following registration of new students.

Receiving Director of Schools:	Date:
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In making the request for Intra-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 Receiving School
 ☐ Principal of Zone School
 ☐ Parent(s)

☐ **Approved** ☐ **Denied**
 For School year 20____ - 20____

ASD-W



ASD-W
Anglophone School District West

EECD 319
POLICY NO. ASD-W-319-1

INTRA-DISTRICT SCHOOL PLACEMENT

Category: Educational Services

Effective: August 2017

Policy Statement

A system of school zones shall be used as the determining factor / basis for deciding the school which a pupil may attend within the School District. 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 Request for Intra-District School Placement form, stating the reason(s) for the request.
2. All Inter-District School Placement requests will be reviewed by the Director of Schools 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, (perceived impact shall be discussed by DOS and School Principal)
 - 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 Director of Schools 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. This could occur mid-year. Under the direction of the Director of Schools, parents will be informed of the status.
6. In the event that a French Immersion student transfers from the French Immersion program as per ASD-W Policy 309-1 French Second Language Programs - Exemption / Transfer, the student shall return to the appropriate catchment school.
7. Parents will be informed that approval for the request is granted on a year to year basis.
8. If the request is denied, the parents/guardians shall be informed and advised that the decision may be appealed to Superintendent.

ASD-W