

administrative regulation

Administrative
Regulation No.
6090

Classification:
Students

Effective Date:
December 4, 2015

Student Registration and Admission

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clarity and guidelines for student registration in a CBE school
- To provide admission guidelines for students wishing to attend a school other than their designated school.

2 | Scope

This Administrative Regulation applies to:

- All students wishing to attend CBE schools

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE strives to provide continuity for individual student attendance.
- CBE attendance area and registration practices are aligned with the School Act.
- Priority for student registration is given to those students residing within the designated attendance area.
- CBE is guided by Alberta Education with regards to International students.

5 | Definitions

Academic program: means a series of courses which culminate in credit or credentialing at the 30 level

Alternative program: as defined by the School Act 21(1), means, an education program that

- a) emphasizes a particular language, culture, methodology or subject matter, or
- b) uses a particular teaching philosophy, but

is not a special education program

CBE: means The Calgary Board of Education.

Designated attendance area: means the identified geographical area for a specified school.

Designated school or program: means the school or program to which a student is directed based upon the residential district in which the parent of the student resides or the student's programming need.

Independent student: means a student who is

- a) 18 years of age or older; or
- b) 16 years of age or older; and
 - i. lives independently; or
 - ii. who is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

International student: means a student who is legally entitled to be in Canada for the purposes of study and does not have permanent resident status.

Non-Canadian student: means a student who is not a Canadian citizen and includes:

- a) landed immigrants (Permanent Residents);
- b) refugees;
- c) children of individuals who are lawfully admitted to Canada for permanent or temporary residence, or non-residents (parents on work or study permits);
- d) non-Canadian children of Canadian citizens or permanent residents; or
- e) international fee paying students who are approved for admission.

Parent: as defined by the *School Act (2)*.

Official Student Record: means all information affecting the decisions made about the education of the student enrolled with CBE that is collected and maintained by the CBE.

Resident student of CBE: as defined by section 44 of the *School Act* means

- a) a student whose parent physically resides within the geographical boundaries of the CBE; or
- b) an independent student who resides within the geographical boundaries of the CBE; and
- c) the faith of the parent or independent student is non - Catholic.

Study permit: means a document issued by Citizenship and Immigration Canada that enables a student to study legally in Canada.

Visiting student: means a student who is not registered as a CBE student and is participating in a CBE school program for a period of not more than 10 school days.

Work permit: means a document issued by the Government of Canada which entitles an individual who is not a Canadian citizen or permanent resident to work temporarily in Canada.

6 | Regulation Statement

General Eligibility

- 1) Students will be provided admission to a CBE school if the student is
 - a) at September 1 in a year, 6 years of age or older and younger than 19 years of age;
 - b) a resident student to the CBE; and
 - i) a Canadian citizen; or
 - ii) a permanent resident; or
 - iii) a child of a Canadian citizen; or
 - iv) a child of an individual who has been admitted lawfully to Canada for permanent or temporary residence, or
 - v) is an international student and holds a study permit issued by Citizenship and Immigration Canada; or
 - vi) is an international student and holds a letter of acceptance from the CBE.
- 2) A student under an unresolved suspension or expulsion from another CBE school or school jurisdiction may not be enrolled or considered for registration until:
 - a) the suspension is resolved, or
 - b) alternative arrangements are made with appropriate CBE system personnel in accordance with the relevant CBE Administrative Regulation governing suspensions and expulsions.

Age Eligibility Requirements

- 3) A resident student who has attained the age of six and who has not attained the age of nineteen on or before September 1 in a school year will be admitted to a CBE program in that school year.
- 4) A child who attains the age of four years of age on or before March 1 may be enrolled in a CBE kindergarten program at the commencement of the fall term of that calendar year.
- 5) A child who attains the age of five years of age on or before March 1 may be enrolled in a CBE program at the commencement of the fall term of that calendar year

Residency

- 6) A student is resident to the CBE if the parent of the student, or an independent student, resides within the geographical boundaries of the CBE and the faith of the parent or independent student is non-Catholic.

- 7) If each parent is a resident of a different school district,
 - a) the parents shall choose in writing one of those school districts; and
 - b) the choice of the parents shall remain in effect for the duration of the school year in which the choice was made.

**Canadian
Citizen Student
Registration**

- 8) Student registration requires:
 - a) proof of age as identified by a:
 - i. birth certificate from a province or territory of Canada
 - ii. passport;
 - iii. Canadian federal government record of landing;
 - iv. residency card, permanent resident record or confirmation of permanent residency;
 - v. Canadian citizenship certificate;
 - vi. court order; or
 - vii. Secure Certificate of Indian Status Card
 - b) proof of parent's residential address;
 - c) completed CBE Student Registration Form, and
 - d) signature of parent or independent student.
- 9) A copy of this documentation shall be placed in the Official Student Record.

10) Student registration must be completed by the parent or an independent student.

11) Aboriginal student registration may be completed by the current caregiver.

12) Every effort shall be made and documented to obtain proper verification of legal name and age.

**Admission
priorities**

13) The first priority for admission to a CBE school is given to resident students of the CBE who live within the designated attendance area.

14) If the parent of a resident student to the CBE chooses a non-CBE school, the choice of school will remain in effect for the duration of the school year.

15) Notwithstanding section 14, a principal may register a student who resides within the designated attendance area but has attended a non-CBE operated school, mid-year if in the opinion of the principal there are sufficient resources and facilities to accommodate the student's educational needs.

**Out of
designated
attendance
area
admission
requests**

- 16) If student registration requests exceed available spaces, the principal must utilize the current lottery procedure.
- 17) A K-9 student may attend a school or program other than the designated school or program if, in the opinion of the principal, there are sufficient resources and facilities to accommodate the student's educational needs.
- 18) If space and resources are available at the requested school or program, as determined by the principal, the priority order for admission of out of designated attendance area K-9 students is as follows:
 1. younger siblings of CBE students already enrolled at the school or program;
 2. other resident students of the CBE outside of the designated attendance area (including those attending private or charter schools);
 3. students resident in the Calgary Catholic School District;
 4. other Alberta students;
 5. other Canadian students
 6. international students.
- 19) High school transfer requests will be based upon accessing academic programming not offered at the designated school.
- 20) Once an out of designated attendance area registration is accepted, students in Grades K-12 will remain enrolled for the duration of:
 - a) the school's current grade configuration, or
 - b) the program to which they were admitted.
- 21) School grade configurations are subject to change based on system planning and accommodation decisions and may require a change to out of designated attendance area student registration prior to the end of the grade configuration or program duration.

**Registration
timelines**

- 22) Fall registration and requests for transfers must be completed by the advertised date using the prescribed form(s).
- 23) A parent or an independent student may complete more than one request for transfer.

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| Student placement | 24) Upon acceptance of registration, the principal, in consultation with the parent or independent student, will make the decision on the student's grade placement. |
| Change of residence | 25) If the residential address of the parent of a student or an independent student changes during the school year such that they are in a different designated attendance area, they may: <ul style="list-style-type: none"> a) remain registered in the current school or alternative program in order to complete their school year, on the condition that transportation is provided by the parent or independent student, or b) register in the designated school or alternative program for the new residence, unless: <ul style="list-style-type: none"> i. the designated school or alternative program is capped for enrolment, or ii. the student is registered in a special education class. |
| Non-Canadian Student | 26) Students who are not Canadian citizens must register with the Admissions and Assessment Office prior to attending school. |
| International Student admission | 27) International student registration must be coordinated through the CBE department responsible for International student admission and requires the following: <ul style="list-style-type: none"> a) completed application form; b) proof of custodianship; c) payment of applicable international fees; and d) a valid study permit. |
| Visiting Students | 28) Visiting students may be permitted to visit a school if, in the principal's discretion, the visit is fully compatible with <ul style="list-style-type: none"> a) the normal operation of the school; b) the availability of resources at the school; c) the classes the student proposes to attend and d) the visit does not exceed 10 consecutive school days. <p>29) In addition to the conditions in this regulation the principal may impose any conditions they consider appropriate relating to the student's visit in a school.</p> |

**Approved
Reciprocal
Student
Exchanges**

- 30) Visiting students are not registered students of the Calgary Board of Education and may not be evaluated for assignments or marks or high school credits.
- 31) Visiting students must agree to be subject to Calgary Board of Education administrative regulations and all school rules.
- 32) Students who are part of an approved reciprocal student exchange, may attend a Calgary Board of Education school if
 - a) the exchange is approved by both the principal of the host school and the director responsible for international student admission;
 - b) arrangements have been made for local custodianship of the student;
 - c) evidence has been provided to the principal that the student is covered by health insurance for the duration of the exchange; and
 - d) the Alberta Education Reciprocal Student Exchange Approval form has been completed.
- 33) Exchange students must be registered as students of the Calgary Board of Education and may be evaluated for assignments or marks or high school credits.
- 34) Exchange students are subject to Calgary Board of Education administrative regulations and all school rules.

**Admission
Fees**

- 35) The following categories of students must pay applicable admission fees prior to attending school:
 - a) International students;
 - b) Students whose parents are not resident in Canada, and
 - c) Students whose parents do not reside in Alberta.

7 | History

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| Approval | AR 6090 December 4, 2015 AR 6091 December 19 2005 AR 6094 September 1, 2004 AR 6090 June 14, 2002(originally AR 3017) AR 3017 A: May 13, 1963 |
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8 | Related Information

- School Act
- AR 6000 – Independent Students
- AR 6095 – Student Transportation