

administrative regulation

Administrative
Regulation No.
6090

Classification:
Students

Effective Date:
September 10, 2020

Student Registration and Admission

1 | Purpose

The purpose of this administrative regulation is to:

- provide clarity and guidelines for student registration in CBE schools; and
- 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 school within CBE; and
- all employees involved in the registration and admission of students.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

4 | Principles

The following principles apply.

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

5 | Definitions

Academic Program: means a series of courses that culminate in credit or credentialing at the 30 level.

Alternative Program: as defined by the *Education Act* 19(1), means, an education program offered by CBE that

- a) emphasizes a particular language, culture, subject matter, or
- b) uses a particular teaching philosophy, but
- c) is not a religious education program offered by a separate school board of that religious denomination, Francophone education program or specialized supports and services under Section 11 of the *Education Act*.

CBE: means The Calgary Board of Education.

Child: means a child who is enrolled in an early childhood program.

Concurrent: means occurring or existing simultaneously.

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 or the independent student resides or the student's programming need.

Early Childhood Services (ECS): means an education program provided to a child, who as of September 1, is younger than six (6) years of age.

Exchange Student: means a visiting student who is participating in a reciprocal exchange program organized either by Alberta Education or privately. Alberta Education defines an exchange program as a language or cultural exchange.

Independent Student: means a student, as defined by section 1(1)(n) of the *Education Act*, who is:

- a) 18 years of age or older; or
- b) 16 years of age or older; and
 - i. lives independently as determined by the principal; 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

Non-Resident Student: means

- a) a dependent student whose parent(s) or an independent student who does not reside in the geographical boundary of CBE and all of their parents are of the Roman Catholic Faith;
- b) an independent student who does not reside in the geographical boundary of CBE and is of the Roman Catholic Faith; or
- c) a student on a short-term visit of less than 10 days.

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 CBE.

Overflow School: means the school students from capped enrolment schools attend.

Parent: as defined by section 1(2) of the *Education Act*.

Resident Student of CBE: as defined by section 4 of the *Education Act* means:

- a) a student where at least one parent physically resides within the geographical boundary of CBE; or
- b) an independent student who resides within the geographical boundary of CBE; and
- c) the faith of at least one parent is not of the Roman Catholic faith;
- d) the independent student is not of the Roman Catholic faith.

School Division: means a school division established under section 112 of the *Education Act*.

Sibling: means the brother or sister, including half-brother/sister and step-brother/sister, designated to the same school or program.

Student: means a person identified in sections 1(hh) and 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) is a resident of Alberta and has a parent who is a resident of Canada;
- c) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but
- d) does not include a child younger than 6 years of age who is enrolled in an early childhood services program.

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

Visiting Student: means a student who is not registered as a student in CBE 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

Registration

- 1) Registration requires a Student Registration Form-Dependent Student or a Student Registration Form-Independent Student.
- 2) Student registration must be completed by the parent or independent student.
- 3) Only the parent or independent student has legal authority to make educational decisions for a student, including registration.

General Eligibility

- 4) Students will be provided admission to a school in CBE if the student is:
 - a) at September 1, six (6) years of age or older and younger than nineteen (19) years of age;
 - b) a resident student to CBE; and
 - i. a Canadian citizen;
 - ii. a permanent resident;
 - iii. a child of a Canadian citizen; and

- iv. a child of an individual lawfully entitled to be or remain in Canada for permanent or temporary residence.

**Early
Childhood
Eligibility**

- 5) Children who are not resident to the CBE may be enrolled in an ECS program. However, enrolment in ECS does not guarantee enrolment for grade one in a CBE school. Priority will be given to CBE resident students living in the designated attendance area for the school.
- 6) A student under an unresolved suspension or expulsion from a school in CBE or other school division may not be enrolled or considered for registration until:
 - a) the suspension is resolved; or
 - b) alternative arrangements are made with appropriate Superintendent of School Improvement board-delegated person in accordance with Administrative Regulations 6007 | Suspension and Expulsions.

**Age Eligibility
Requirements**

- 7) A child who attains the age of five (5) years of age as of December 31 may be enrolled in a CBE kindergarten program at the commencement of the fall term of that calendar year.
- 8) A resident student who has attained the age of six (6) and who has not attained the age of nineteen (19) on or before September 1 in a school year will be admitted to a CBE program in that school year.

**Admission
Priorities**

- 9) The first priority for admission to a school in CBE is given to resident students of CBE who live within the designated attendance area of the school. Other admission priorities are addressed in section 23 of this regulation.
- 10) Admission priorities for specialized settings and alternative programs follow the processes and procedures for those programs.
- 11) If the parent of a resident student or an independent student of CBE chooses to transfer to or enroll in a non-CBE school, the choice of school will remain in effect for the duration of the school year.

**Grade
Configurations**

- 12) 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.

7 | Procedures

Registration Requirements

- 1) Student registration requires:
 - a) valid proof of age as identified by a:
 - i. birth certificate from a province or territory of Canada;
 - ii. Canadian provincial government Notice of a Live Birth;
 - iii. passport;
 - iv. Canadian federal government Record of Landing;
 - v. Permanent Resident Card, Permanent Resident Record, or Confirmation of Permanent Residence;
 - vi. Canadian federal government Certificate of Canadian Citizenship;
 - vii. court order that includes the legal name and age of the student; or
 - viii. Secure Certificate of Indian Status Card.
 - b) proof of parent or independent student's residential address;
 - c) completed CBE Student Registration Form-Dependent Student or Student Registration Form-Independent Student; and
 - d) signature of parent or independent student.

Independent Student

- 2) An independent student may use a driver's license as proof of age.

Students Living with Non-Legal Guardian

- 3) If the student lives with a non-legal guardian, the parent is to provide a written summary of the current family status such as where the student is living and who is providing day-to-day care for the student. The written summary does not provide legal authority to the caregiver to make educational decisions.
- 4) If the student is living with a non-legal guardian, the parent must continue to provide all direction and/or educational decisions until court documentation is provided indicating the current caregiver has legal authority to make educational decisions and access student information.

Students Who Self-Identify as Indigenous

- 5) Students who self-identify as Indigenous may be registered by the current caregiver provided that:
 - a) the current caregiver provides a letter from the legal guardian designating caregiver status to that person; and
 - b) a copy of the letter designating caregiver status is placed in the Official Student Record and reviewed and updated annually.

Parents Reside in Different School Divisions

- 6) If each parent is a resident of a different school division:
 - a) the parents shall choose, in writing, one of the school divisions in which to enroll the student;
 - b) the choice of the parents shall remain in effect for the duration of the school year in which the choice was made; and
 - c) the student must attend the division chosen by the parents.
- 7) If the parents referred to in section 6 do not make a choice of school division, the Minister shall designate the student's residence to be the board of a school division of which one parent is a resident.

Non-Canadian Student

- 8) Students who are not Canadian citizens must register with the CBE Welcome Centre.
- 9) The CBE Welcome Centre will then assign the student to a designated school.

International Student Admission

- 10) International student registration must be coordinated through Global Learning who is responsible for International student admission and requires the following:
 - a) completed application form;
 - b) proof of custodianship;
 - c) payment of applicable international fees; and
 - d) a valid study permit.
- 11) Once international students have received a letter of acceptance from CBE, they will be designated to a school.

**Approved
Reciprocal
Student
Exchanges**

- 12) Students who are part of an approved reciprocal student exchange, may attend a school in The Calgary Board of Education if:
 - a) the exchange is approved by both the principal of the host school and the education 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.
- 13) 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.
- 14) Exchange students are subject to The Calgary Board of Education administrative regulations and all school rules.

**Resident
Student
Requesting
Admission –
Out of
Designated
Attendance
Area.**

- 15) The principal will consult with the superintendent of School Improvement or a delegate to determine if the school has sufficient space and resources to accommodate student needs prior to admitting an out of designated area student.
- 16) High school resident students wishing to attend an out of designated attendance area or program will use the high school transfer process once they have registered in their designated school.
- 17) Once an out of designated attendance area registration is accepted, students in Grades K-12 will remain enrolled for the duration of:
 - a) the current school year; or
 - b) the program to which they were admitted.
- 18) The principal will confirm **annually**, by March 1, the registration for the out of attendance area student is accepted.
- 19) If an out of designated attendance area student withdraws, they are designated to their designated school.

- Non-Resident Student Requesting Admission**
- 20) Non-resident students may only request registration at a school for which their residence is designated or the designated overflow school.
- 21) Non-resident students will not be accepted into schools with capped enrolment or included in a school's lottery process.
- 22) If space and resources are available at the requested school or in the requested program, as determined by the principal in consultation with the superintendent of School Improvement or designate, the priority order for admission of non-resident K-9 students is as follows:
- Priority One - younger siblings of CBE students already enrolled at the school or in the program;
 - Priority Two - students resident in The Calgary Roman Catholic Separate School Division;
 - Priority Three - other Alberta students;
 - Priority Four - other Canadian students; and then
 - Priority Five - international students.
- Notification of Non-resident Students**
- 23) Principals will wait until the end of the first week of school to accept non-resident students consistent with this administrative regulation.
- 24) The notification of acceptance for non-resident students will indicate that registration is for the current year only.
- 25) Non-resident students who are not accepted will be notified by the principal or designate that the student has been placed on the callback list and will be considered in order of CBE admission priority.
- Annual Review of Registration for Non-Resident Students**
- 26) The enrolment of non-resident students must be reviewed **annually**.
- Documentation**
- 27) Every effort shall be made and documented to obtain documentation that verifies the legal name and age of the student.
- 28) Any changes for students during the school year, such as changes in residence, contact information and emergency contact information is documented through the appropriate Student Demographics Verification Form and signed by the parent or independent student.

- Annual Review-Demographics** 29) A copy of the documentation verifying the legal name and age of the student shall be placed in the Official Student Record and reviewed, updated and signed by the parent or independent student **annually** through the Student Information System (SIS) Student Demographics Verification Report form.
- Annual Review-Homeschooling Demographics** 30) A copy of the Home Education Registration form may be used for **annual** review provided the Home Education Registration form contains the same information required on the Student Information System (SIS) Student Demographics Verification Report form.
- Student Grade Placement** 31) CBE places students primarily by age at registration. In addition to the consultation with the parent or independent student, there may be exceptional circumstances in which students, such as those from home education or out of country schools, may be assessed to determine the grade placement.
- Capped Enrolment** 32) Resident students are entitled to attend their designated school providing it is not capped for enrolment.
- Capped Enrolment** 33) The school's education director and the director of Planning, Transportation, Real Estate and Leasing in consultation with the school principal will determine capped enrolment.
- 34) Only resident students may be enrolled in schools with capped enrolment.
- 35) If student registration requests exceed available spaces in a school with capped enrolment, the principal must utilize the current lottery process.
- 36) Those students who are unsuccessful in the lottery process will be designated to their overflow school.
- 37) After September 30, once resident students register at their designated overflow school as their regular school program, they will be added to the callback list. No other students qualify for this callback list.
- 38) Once the callback is completed, a student refusing to return to the designated school will remain at the school currently enrolled in and deemed out of attendance area at the overflow school.
- Change in Residence During the School Year** 39) If the parent(s) residence changes after the commencement of the school year, the parent(s) must designate, in writing, the student to be a resident of the board of the school division in which the student resided either immediately before or after the change.

- 40) 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 CBE designated attendance area, the student may:
- 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:
 - i. the designated school or alternative program is capped for enrolment; or
 - ii. the student is registered in a special education class.

Transfers

- 41) Requests for transfers must be completed by the prescribed date using the prescribed Transfer Request Form(s).
- 42) A parent or an independent student may complete more than one request for transfer.
- 43) High school transfer requests will be based upon accessing academic programming not offered at the designated school, subject to the availability of space and resources, not offered at the designated school.
- 44) Any student wanting to transfer after September 30 *from* a non-CBE school, within Calgary, must have approval of the superintendent of School Improvement to enroll in a school.
- 45) Any non-CBE student attending Chinook Learning, CBe-Learn, or Summer School cannot transfer to a CBE school and must follow the registration process as outlined in this administrative regulation.

**Visiting
Students**

- 46) Visiting students may be permitted to visit a school if, in the principal's discretion, the visit is fully compatible with:
- a) the normal operation of the school;
 - b) the availability of resources at the school; and
 - c) the availability of classes the student proposes to attend and
 - d) the visit does not exceed ten (10) consecutive days.
- 47) 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.
- 48) Visiting students are not registered students of CBE and may not be evaluated for assignments, marks or high school credits.
- 49) Visiting students must agree, with written consent by the student and the parent, to be subject to CBE administrative regulations and all school rules.

**Fees -
Admission**

- 50) 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;
 - c) students whose parents do not reside in Alberta; or
 - d) students who are 20 years old or older accepted by CBe-Learn or Chinook Learning.

**Fees –
Alternative
Programs**

- 51) CBE may charge a fee for an alternative program.

8 | History

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
Next Review	June 2025
Revision/Review Dates	AR 6091: January 11, 2007, January 10, 2008 AR 6094: September 1, 2005, June 1, 2006, October 1, 2007 AR 6090: Feb 15, 2003, October 10, 2003, Sep 1, 2004, September 1, 2005, January 17, 2012 AR 3017A: November 26, 1991, May 24, 1994, June 14, 2002, February 15, 2003, May 13, 2003, September 1, 2004, December 19, 2005

9 | Related Information

- *Education Act*, S.A. 2012 c. E-0.3
- AR 6000 | Independent Students
- AR 6024 | Student Records
- AR 6095 | Student Transportation