

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 800 – Facilities and Transportation

**ADMINISTRATIVE PROCEDURE: REGISTRATION PROCESS FOR
MEDICINE HAT PUBLIC SCHOOL DIVISION SCHOOLS**

<i>PROCEDURE CODE:</i>	<i>802 AP 001</i>
Policy Reference: 802 - Registration Process and School Attendance Areas	

REGISTRATION PROCESS

1. Students will be enrolled for the upcoming year in the following priority order subject to available classroom size and complexity, space, personnel, and resources:
 - 1.1. Students within the attendance boundaries will be accepted by the school. The school will need to allow spaces for students in their boundaries who register or move into their area during the school year from other Division schools or from outside of Medicine Hat.
 - 1.2. Students currently attending a Division school who have returned their re-registration forms by the date indicated in the re-registration package. Once a student is accepted by a school they will continue to have their education offered at that school unless the parent chooses to move their child(ren). The school will make phone calls and additional attempts to confirm registration before excluding these students.
 - 1.3. Siblings of students attending the Division school during the current year who have submitted registration forms by the registration date will be considered for acceptance of registration.
 - 1.4. Children who are requesting attendance from outside their attendance area and who have completed the registration process will be considered for acceptance on a first-come first-served basis. The parents, of the out of boundary child(ren), will be responsible for transportation where bussing routes or space isn't available.
2. Once optimal class sizes have been reached, and the school has reached capacity, students that have completed the registration process will be placed on a waiting list and admitted as space becomes available. Prior to starting to place students on a waiting list the principal will

contact the Superintendent to review the school's capacity and the need to start a waiting list.

3. Any Division specialized program placements will be done in consultation with the Associate Superintendent: Student Services.

TRANSFERS AFTER THE START OF THE SCHOOL YEAR OR START OF A SEMESTER

1. Although transfer forms are not necessary, requests for transfers to schools outside a student's established attendance boundary shall be encouraged prior to June 1st each year for the following school year. This date is necessary in order to facilitate planning the schools' staffing and space needs.
2. Transfer forms are required between schools after the start of the school year or after the start of the new semester.
3. The principal of the school where the child is designated to attend, by virtue of school boundaries, shall have the opportunity to meet with the parent.
4. The decision will be made by the receiving school principal based on the availability of classroom size and complexity, space, personnel and resources.
5. Decisions shall be confirmed in a timely manner. Normally the school principal's decision is final, however, the parent has the right to appeal to the Superintendent or designate.
6. As soon as a school principal accepts a student from another attendance area, the principal of the receiving school will immediately notify the principal of the designated school, the parents of the student, and the Superintendent or designate.

TRANSPORTATION AND SUPERVISION

If a transfer request is approved, the student's parents are responsible for their child's transportation and/or lunch supervision fees.

Approved: June 17, 2014

Revised: _____

