



Fredericton Education Centre
1135 Prospect Street, Fredericton, NB E3B 3B9
Tel. (506) 453-5454 Fax (506) 453-4220

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 1H3
Tel. 1-888-388-4455 Fax (506) 325-4490

REQUEST FOR INTRA-DISTRICT SCHOOL PLACEMENT

Initial Request

Renewal

For School Year 20__ - 20__

| | | | |
|--|--|---------------------------------|--|
| Name of Student: | | Medicare Number: | |
| Name of Parents/Guardians: | | | |
| Home Address: | | | |
| Postal Code: | | Telephone: (H) (W) | |
| Zone 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: Yes 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: |
|----------------------------|--------------|

Return completed form to Zone School Principal or the appropriate Education Centre for action.
Parents will be informed of the final decision following registration of new students in August.

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|---|--------------|
| Release from Zone School: (Principal's Signature) | Date: |
| Receiving School: (Principal's Signature) | Date: |
| Director of Schools: (Releasing – if applicable) | Date: |
| Director of Schools: (Receiving Education Centre) | Date: |

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 Zone School
 Principal of Receiving School Parent(s)

| | |
|--|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
|--|--|



Category: Educational Services
Subject: Guidelines for Intra-District School Placement
Adopted: February 2013

District Statement

A system of zones, as amended from time to time, shall be used as the basic plan for deciding the school which a pupil may attend within the 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 reasons for the request.
2. All Intra-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,
 - (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. Parents will be informed by the Director of Schools.
6. Parents will be informed that approval for the request is granted on a year to year basis.
7. If the request is denied, the parents/guardians shall be informed and advised that the decision may be appealed to the Superintendent.