



4603 – 48 Street T 780 963 4010
 Stony Plain, AB F 780 963 4169
 T7Z 2A8

SCHOOL-OF-CHOICE: REGISTRATION REQUEST

Reference: Administrative Procedure 304 – Attendance Areas

Designated School:

The designated school is the school that is assigned to the area in which you currently reside.

School-of-Choice:

The requested school is the school-of-choice in which you are requesting future enrolment for your child or children.

Name of Student(s) (Last, First)	Current Grade:	Alberta Education ID:

The applicant shall be a Parent (or Guardian) as defined in the Family Law Act of the Province of Alberta, or an Independent Student as defined in the Education Act.

Address:	<input type="text"/>	
	<input type="text"/>	
Mailing Address: (if different)	<input type="text"/>	
	<input type="text"/>	
Town/City	Postal Code:	<input type="text"/>

Reason for Request:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Please complete the applicant acknowledgement statement on the reverse side of this form:

Applicant Name: Phone:

BE ADVISED!

A student is not enrolled until APPROVED by the Principal of the School-of-Choice requested.

Prior to enrollment acceptance, parents, guardians or independent students shall acknowledge the following:

- School of Choice registration may only be possible **IF** sufficient space and resources are available. A school’s population may change year to year. By legislation **THERE IS NO GUARANTEE THAT ENROLLMENT AND/OR TRANSPORTATION MAY CONTINUE AFTER THE CURRENT ENROLLMENT YEAR**. If a grade in a school-of-choice reaches capacity, students who do not live in the school’s attendance area may be directed back to their designated school for September of the following year.
- Regarding transportation: Parkland School Division will not guarantee the availability of transportation services for school-of-choice students. Parents may request transportation to a school-of-choice with an understanding that:
 - Transportation services may be unavailable between your residence and a school-of-choice.
 - The provision for transportation services, if available, may be delayed until after the commencement of the school term and only after all the eligible students are assigned to busing.
 - Transportation services may be provided IF there is room on an established transportation route.
 - Transportation services will not divert from a regular route to provide school-of-choice registration service.
 - Transportation services will carry an additional fee for school-of-choice registration as we receive no funding for students who do not attend their designated school.

*The applicant signs this form to acknowledge **full** understanding of the statements above.*

Applicant Signature:	Date:
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Regarding the timeline for acceptance: A Principal shall be responsible for resource stewardship and, therefore, may need to delay acceptance or denial of registration for the school year until late into August. This review process ensures that the school has sufficient space and resources available for all of its resident (designated) students.

This form is for school-of-choice permission only. Other applicable registration forms shall be required upon approval (i.e., school registration, transportation). This form shall be retained by Parkland School Division for the duration of the enrollment of the student in the school-of-choice. Accepted school-of-choice registration shall remain in place until and unless directed back to the designated school. A new form shall be required when transitioning to a new school-of-choice.

APPEAL PROCESS

A request for appeal of placement decisions may be directed to the Office of the Superintendent.

Appeals shall not be reviewed for those schools or school grades that are declared by the Division to be at, or nearing capacity.

INTERNAL USE ONLY	
The Principal of the designated school (the home area school) signs this form to acknowledge the request and that an opportunity to speak with the family requesting the change has occurred - if desired and prudent to do so.	
Principal’s Signature	Date:
The Principal of the requested school signs this form to confirm that space and resources are available, and that the placement of the student(s) shall be supported until such time as there are no longer spaces or resources in the student’s grade. For retention – upload to “Supplemental Documentation” in the document management system.	
Principal’s Signature	Date: