



A. GENERAL DEFINITIONS

Resident Student: A *resident student* is one who is defined under the Manitoba Public Schools Act, Section 1, which defines a resident student as a pupil:

- a) Whose parent or legal guardian, with whom the student resides, is a resident therein; or
- b) Who has attained the age of 18 years and is a Canadian citizen or landed immigrant resident therein; or
- c) Who, by reason of being dealt with under any provision of The Child and Family Services Act or the Young Offenders Act (Canada) becomes a resident therein; or
- d) Who is designated in writing by the Minister of Education as a resident therein. (PSA 1)

School-Age Resident Student (Age 5-20): A *school-age resident student* is a student, as defined in (A), who:

- a) Will be at least five years of age by December 31st of the school year in question;
- b) Will not have reached his/her 21st birthday by the opening day of the school year or semester in question.

Out-of-Catchment Student: In Mountain View School Division, an *out-of-catchment area student* means a resident student who lives outside of the designated area serviced by a school and the bus route established for that particular school.

Non-Resident Student: A *non-resident student* is one who is a resident pupil in another Manitoba school division and who qualifies for provincial support.

Parent: A *parent* refers to a natural parent, step-parent, common-law parent, or adoptive parent.

Designated School: A *designated school* is defined by Mountain View School Division catchment area.

Division: *Division* refers to Mountain View School Division.

Cross Reference: Manitoba Education – School of Choice ; MVSD School Catchment Areas ; Manitoba Education – Administrative Handbook for Schools – Topic C6, Custody/Legal Guardianship; Healthy Child Manitoba - Publications & Resources - Protocols			
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B. ADMISSION OF RESIDENT STUDENTS

1. Eligibility:

Subject to Provincial Statute governing School of Choice, all residents of school age shall be eligible to enrol in schools of Mountain View School Division.

2. Student of the School’s Catchment Area:

Notwithstanding special requirements, all students as defined in 1.1, and living in the school’s catchment area are automatically entitled to enrol in that school.

3. Out-of-Catchment Resident Student - School of Choice:

School catchment areas in Mountain View School Division are established to assist with planning and administration. They are used as guidelines for channeling children through the school program. While students are expected to attend their area or designated school, parents wishing to enrol their child(ren) at a school other than the area or designated school, must submit the prescribed provincial form, [Within-Division Transfer to a School of Choice \(MG-4620\)](#), to the Principal of the receiving school by May 15th. The form is available from any school or from the Division Office. The Superintendent/CEO’s department, in conjunction with the principal of the receiving school, will review each request and approve or reject it.

a) Criteria and Conditions:

- i. Students from outside of the school’s catchment wanting to exercise school of choice are admitted to the school:
 - a. If space is available;
 - b. If special equipment, special facilities and programs required by the student are available; and
 - c. If application to enrol is provided by the parent or student (if over age 18) by May 15th. All parents (students) will be notified of the approval or rejection of their application no later than June 30th (see [Appendix G](#)).
- ii. The determination of whether or not there is space available to admit students shall be made by the school principal, who will be guided in this decision by:
 - a. The Division’s class size guidelines; and
 - b. The assurance that there will be no adverse effects on the learning environment provided to students resulting from the admission of a particular student.
 - c. The principal shall determine the number of seats available, by grade and program. The number shall be submitted to the Superintendent/CEO for concurrence.
 - d. The principal shall also determine the number of seats to reserve for the students who move into the catchment area after June 15th. This number shall be submitted to the Superintendent/CEO for concurrence.

Cross Reference:			
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- iii. The principal's discretion in admitting or refusing to admit students shall be used in a fair and reasonable manner. The principal's discretion is subject to appeal.
- iv. The principal, in consultation with the Superintendent/CEO's department, reserves the right to refuse an application for any of the following reasons:
 - a. Space is not available;
 - b. Special equipment or facilities required by the student are not available;
 - c. Enrolling the student would be detrimental to the continuity of his or her education;
 - d. The program is not suited to the age, ability, or aptitude of the student;
 - e. Enrolling the student would be detrimental to order, discipline, and the well-being of the students in the school; or
 - f. Proper notification is not provided by the student or parent.
- v. Under special circumstances the Superintendent/CEO may place a student in a particular school.
- vi. Inter-school competition for students is discouraged.
- vii. The principal of the receiving school shall contact the principal of the sending school to inform him/her of the within division school of choice request.
- viii. Where students choose to attend, through the schools of choice provision, a school outside of the assigned or catchment area school, transportation will not be provided unless the parent/guardian transports the child to a regular bus route within the catchment area of the school they choose to attend and space is available on the bus.

b) Duration of Approval:

Once a resident application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student completes the highest grade level at the school into which he or she has been admitted. Transfers during the course of the school year will be considered only in exceptional circumstances.

4. Student Registration Procedures:

When registering Kindergarten students or students new to the division and/or school, the following information must be gathered (**NOTE:** medical cards cannot be photocopied; only record the nine-digit PHIN on file):

- a) Proof of parent's residency status (permanent resident card, work permit or student visa) where applicable
- b) Proof of the student's legal guardianship (birth certificate, passport, landed immigrant papers or a medical card)
- c) Proof of the student's age (copy of birth certificate, medical card or passport)
- d) Proof of address
- e) Articulation of any special health concerns (URIS)

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- f) Record of academic achievement where applicable

Prior to placement, principals may request a meeting with the parent(s)/legal guardian(s) to determine appropriate placement and to address student needs.

5. Registration by Parents/Guardians:

When parents/guardians are registering their child in their designated catchment area based on their residency, the school will proceed with the registration, taking the information provided and signed by the parents as accurate.

6. Custodial Issues:

a) Single Parent or Step-Parent Situations:

The school will inquire about custodial arrangements. Where a custodial agreement exists, a copy is to be requested for the student file. In the absence of same, joint custody is assumed, unless the parents have never been married or never have lived together at any time.

b) Joint Custody and Primary Care:

The school will establish a clear understanding of the following points with the custodial parent having primary care:

- In cases of joint custody, one of the parents may be designated by the courts as having primary care. Ordinarily the child(ren) would be registered by that parent in the catchment area in which they reside.
- Where no primary care has been identified in a custodial agreement, or where there is no custodial agreement in place, then primary care for the purpose of all things school related will be assumed to fall to the parent who is registering the child(ren).
- Whenever possible in cases of joint custody, it is preferable to have both parents sign the registration forms.
- Unless stipulated otherwise, parents with joint custody both have the right to all school information, and access to the school and their child(ren). Any legal decisions or permissions regarding the child should, however, be made by the parent with primary care, or with his/her knowledge and agreement.

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c) Registering a Student Living with a Temporary Guardian (not a legal guardian):

i. Temporary Arrangement:

Due to compelling family issues, it occasionally becomes necessary for the parents to make temporary arrangements for a child to reside with an acting parent. Where the student is already enrolled in the school, the arrangement is for less than a month’s duration, and in consultation with the school principal, the student may continue to attend the current school. Transportation will, however, not necessarily be provided, depending on the place of residence of the acting parent. This informal arrangement is possible only when the parent(s) continue(s) to reside in the Mountain View School Division and are able to maintain their parental responsibilities with the school.

ii. Longer Term Arrangement:

The Superintendent/CEO, in consultation with the Principal, may allow a student who is not residing with his/her parent(s)/legal guardian(s) to attend a school in Mountain View School Division if the following conditions are met:

- a. A Schools of Choice application must be completed if the parent(s)/legal guardian(s) of the student reside outside of Mountain View School Division or the school catchment area.
- b. All requirements of Schools of Choice will apply, including transportation.
- c. Parent(s)/legal guardian(s) must provide all documentation necessary for proper placement and programming, and grant permission to contact the student’s last school.
- d. Parent(s)/legal guardian(s) must provide contact information to contact them in the event of an emergency.
- e. Any student approved for attendance must be at no additional cost to the school division.
- f. Applicants must complete the *Parent/Guardian Declaration for Students* (see [Appendix A](#)) and, where applicable, submit with the Schools of Choice application. The *Parent/Guardian Declaration for Students* provides:
 - i. Written indication from the parent(s)/legal guardian(s) that they are the parent(s)/legal guardian(s) for the student and that they have given permission for the student to reside with someone other than themselves; and

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- ii. Written indication from the parent(s)/legal guardian(s) that they will remain involved with the education of their child; that they are the primary contact for that child; and that they will allow another to deal with routine communications with the school (e.g., sign permission forms for field trips, etc.).
- g. In exceptional circumstances where a child is determined to be at risk, the Superintendent/CEO may allow a student to attend if Schools of Choice admission guidelines are not met.

iii. Registration Procedure:

Schools will not register a student living with an individual(s) other than his/her parent(s)/legal guardian(s) until authorized to do so by the Superintendent/CEO’s Department. A *Parent/Guardian Declaration for Students* form will only be given to parent(s) upon such approval, to avoid their possibly spending money to consult with a lawyer before they know whether or not the student is eligible.

Upon approval by the Superintendent/CEO’s department:

- a. The parents must provide a properly notarized *Parent/Guardian Declaration for Students* form ([Appendix A](#)) to the Superintendent/CEO. A *Parent/Guardian Declaration for Students* is not the same thing as legal guardianship, which is granted by the courts. It does serve as permission from the parent(s)/guardian(s) for the School Division to:
 - i. Register the child in the school where the child will be residing; and
 - ii. Provide all routine communication to the individual(s) named in the declaration, and allow the individual(s) to sign permission forms for field trips, attend student conferences, etc.
 - Note: parent(s)/legal guardian(s) will remain involved with the education of their child and are the primary contact for that child.
- b. When the document has been received and processed, the Superintendent/CEO will notify the school principal to give authorization to register the child.
- c. A copy of the *Parent/Guardian Declaration for Students* will be sent to the school to include in the pupil file.

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7. Program Not Offered Resident Student:

Mountain View School Division recognizes the need to provide equitable access to the various academic and vocational programs which are offered throughout the division. To this end, approved students can receive transportation to and from a school outside their catchment area for the purposes of taking part in programming which is not offered in their community school. A room and board provision is also available to resident students "if one-way distance from the pupil's residence to the school attended is 80 kilometres or more."

For the purposes of this procedure, "Program Not Offered" will include language programs such as French Immersion and Ukrainian Bilingual programming, Band Programs, vocational programming as outlined below, and/or an eligible program as determined by the Superintendent/CEO in consultation with the Secretary-Treasurer.

The following vocational programs shall apply:

- Introduction to Heavy and Light Vocational Programs – Grade 9 level
- Carpentry – 8 courses at the Grades 10, 11 and 12 level
- Culinary Arts – 8 courses at the Grades 10, 11 and 12 level
- Automotive Technology – 8 courses at the Grades 10, 11 and 12 level
- Auto Body (Collision Repair and Refinishing Technology – 2015) – 8 courses at the Grades 10, 11 and 12 level
- Hairstyling – 12 courses at the Grades 10, 11 and 12 level
- Welding – 8 courses at the Grades 10, 11 and 12 level
- Advertising Art - 8 courses at the Grades 10, 11 and 12 level

a) Vocational Programming:

The Division offers vocational programming at the Dauphin Regional Comprehensive Secondary School (DRCSS). The spirit and intent of providing this option for vocational programming is to enable students to pursue a career path where there is genuine interest on the part of the students, and with the intent to receive a vocational diploma in that area of interest. As a result, in order to receive transportation as part of a program not offered, students would be required to demonstrate a commitment to the program in which they are enrolling, as outlined below.

Students wishing to take part in vocational programming will be expected to enrol in a minimum of two or three credits per school year in the specific vocational cluster they wish to pursue and be on track to graduate with a vocational diploma.

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b) Language Programs:

The Division offers two language programs: French Immersion and Ukrainian Bilingual. Where approved, students can receive transportation to and from a school outside their catchment area for the purpose of taking part in a language program that is not offered in their catchment school.

c) Other Approved Programs:

The Division offers Band Programming at the DRCSS in Dauphin. Where approved, students can receive transportation to and from a school outside their catchment area for the purpose of taking part in a band program that is not offered in their catchment school.

d) Transportation:

Once a student begins to receive transportation for a Program Not Offered it will be expected that the student will remain in the program in order for transportation services to continue. If at any time the student withdraws from the program, or in the case of vocational programming, is not enrolled in the required number of courses (2-3 courses) in any given year, and/or is not on track to graduate with a vocational diploma, the student will no longer qualify for entrance into the school via Program Not Offered and will not be eligible for transportation. If at that time, the student wishes to continue to attend the school, a new [Within-Division Transfer to a School of Choice](#) form must be completed. Continued attendance at the school will be determined by the criteria and conditions outlined in this procedure.

e) Registration Procedure for Program Not Offered – Resident Students:

- i. Applications are available at the schools and at the Division Office. Parents/guardians must make application, in writing, using the prescribed [Within Division Transfer to a School of Choice provincial form \(MG-4620\)](#), by May 15th (as per Section B.3 of this procedure). Parents/guardians select technology education for vocational program, French Immersion, or other for Band or Ukrainian Bilingual. No later than June 30th, the principal of the receiving school will either accept or reject the application by completing the lower portion of the form. At the same time, the principal will submit a list of students who meet the Program Not Offered criteria to the attention of the Superintendent/CEO at the Division Office. The Superintendent/CEO will provide final approval of Program Not Offered.

Cross Reference:		Manitoba Education – School of Choice ; MVSD School Catchment Areas ; Manitoba Education – Administrative Handbook for Schools – Topic C6, Custody/Legal Guardianship; Healthy Child Manitoba - Publications & Resources - Protocols	
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- ii. Students who are accepted via Program Not Offered and are eligible for transportation will be notified in writing (see [Appendix B](#)). The Transportation Department and the receiving school will receive a copy of the acceptance letter.
- iii. Parents/Guardians will contact the Transportation Department to make necessary arrangements for bus transportation.

C. ADMISSION OF NON-RESIDENT STUDENTS

1. Eligibility:

Applications from students who reside in another school division will be considered for approval.

2. Program Offered in the Student’s Home Division:

- a) Non-resident students, as defined in these procedures, wanting to register in the Division for a program offered in their home division are admitted to the school:
 - i. With a waiver of base costs only and may be assessed additional costs not supported by provincial funding (if out of province) should he/she require an Individualized Educational Plan, or individual additional programming services, special equipment or physical facilities, as determined by Student Services;
 - ii. If space is available for a reasonable number of years in the school in question;
 - iii. If special equipment, special facilities and programs required by the student are available;
 - iv. If enrolling the student would not be detrimental to order, discipline and well-being of the student body; and
 - v. If no additional cost is incurred by the Division in accommodating the request.
- b) Application to enrol is provided by the parent or student (if over age 18) by May 15th, on the prescribed provincial form, [Out-of-Division Transfer to a School of Choice \(MG-4623\)](#). (All parents (students) will be notified of the approval or rejection of their application no later than June 30th).
- c) A pre-approval agreement for the payment of the transfer fee must be signed by the sending division prior to approval of acceptance (see [Appendix C](#)).
- d) Admission of a non-resident student does not automatically entitle the student to receive divisional transportation and, where transportation cannot be provided, the student would be ineligible for a grant-in-lieu of transportation.

Cross Reference:		Manitoba Education – School of Choice; MVSD School Catchment Areas; Manitoba Education – Administrative Handbook for Schools – Topic C6, Custody/Legal Guardianship; Healthy Child Manitoba - Publications & Resources - Protocols	
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3. Program Not Offered in the Student’s Home Division:

- a) Non-resident students, as defined in these procedures, wanting to register in the Division for a program not offered in their home division are admitted:
 - i. And are assessed the residual fee as set annually by the Board and all additional costs not supported by provincial funding should he/she require an Individualized Educational Plan or individual additional programming services, special equipment or physical facilities as determined by Student Services;
 - ii. If space is available for a reasonable number of years in the school in question;
 - iii. If special equipment, special facilities and programs required by the student are available;
 - iv. If enrolling the student would not be detrimental to order, discipline and well-being of the student body; and
 - v. If no additional cost is incurred by the Division in accommodating the request.
- b) Further, non-resident students wanting to register in the Division for a program not offered in their home division must meet the same criteria as outlined in Section B.7 – Program Not Offered Resident Student.
- c) Application to enrol is provided by the parent or student (if over age 18) by May 15th on the prescribed provincial form, [Out-of-Division Transfer to a School of Choice \(MG-4623\)](#). All parents (students) will be notified of the approval or rejection of their application no later than June 30th.
- d) A pre-approval agreement for the payment of the residual fee must be signed by the sending division prior to approval of acceptance (see [Appendix C](#)).
- e) Admission of a non-resident student does not automatically entitle the student to receive divisional transportation and, where transportation cannot be provided, the student would be ineligible for a grant-in-lieu of transportation.

4. Registration Procedure for Non-Resident Students:

- a) Applications are available at the schools and at the Division Office. Parents/guardians must make application, in writing, using the prescribed [Out-of-Division – School of Choice provincial form \(MG-4623\)](#), by May 15th.
- b) Applications must be submitted to the principal of the school of choice, for preliminary approval. The criteria governing admission is listed above.
- c) The principal of the receiving school will notify the parents and the sending school no later than June 30th, whether or not the student has been accepted. For Program Not Offered, the notification will be a conditional letter of acceptance (see [Appendix D](#)), which will be dependent upon pre-approval from the home division to pay the residual fee. Upon receipt of the pre-approval or rejection from the home division, a formal letter will be sent by MVSD to the parents.

Cross Reference:		Manitoba Education – School of Choice; MVSD School Catchment Areas; Manitoba Education – Administrative Handbook for Schools – Topic C6, Custody/Legal Guardianship; Healthy Child Manitoba - Publications & Resources - Protocols	
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- d) The principal will submit a list of students who qualify for Program Not Offered or School of Choice Non-Resident students to the Superintendent/CEOs department (see [Appendix C](#)). The Superintendent/CEO will provide an Acceptance Letter of Non-Resident Student for Program Not Offered (see [Appendix E](#)) or for School of Choice (see [Appendix F](#)), and distribute copies of the letter as indicated.
- e) Applicants who miss the May 15th deadline may not be accepted, unless their home division agrees to pay the applicable fee.

5. Duration of Approval:

Once a non-resident application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student completes the highest grade level at the school into which he or she has been admitted.

In the case of Program Not Offered, the student will no longer qualify for entrance into the school where he/she was attending if the student withdraws from the Program Not Offered, as initially enrolled, or no longer meets the criteria for Program Not Offered of either Mountain View School Division or the home school division. If at that time, the student wishes to continue to attend the school where he/she was attending, a new Out-of-Division Transfer to a School of Choice form must be completed.

The Division retains the right to slow or stop movement of non-resident students into Division schools, should circumstances arise which restrict the Division’s ability to provide appropriately for the education of its own resident and catchment area students, or which result from unusual student population changes.

6. Withdrawal of Acceptance:

The Division reserves the right to withdraw its acceptance of non-resident students and to deregister such students. The following circumstances will cause such action:

- Failure of the student to meet behavioural expectations, as outlined in the school’s code of conduct, and/or the divisional Code of Conduct;
- Failure to disclose information, or falsification of information, required in the Division’s application.

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D. REGISTRATION PROCEDURES FOR STUDENTS PLACED BY SOCIAL AGENCIES

The goal of education in Mountain View School Division is to provide all students with appropriate programming in the most enabling learning environment. The provision of this appropriate programming requires that sufficient time be provided for the school personnel, the foster parents, and the agency workers to plan collaboratively a school program prior to the student’s school entry.

- When social agencies register students from other divisions, they **must** contact the Coordinator of Educational Services.
- The social agency shall provide the following information to the Coordinator of Educational Services:
 - a) The student’s name and age;
 - b) The name of foster parents; and
 - c) A description of the student’s current or most recent education program.
- Personally or by delegation, the Coordinator of Educational Services shall assess the Division’s ability to provide an appropriate program for the student.

1. Regular Classroom Student Placement:

The school personnel, foster parents, and the agency workers will review the student’s previous school progress to determine if special program supports or modifications would be beneficial for the student. If no supports are required, the enrolment would proceed as soon as possible.

2. Placement of Students with Special Needs:

The Placing Agency will:

- Provide comprehensive information that identifies the student’s special needs and the required programming supports and/or services;
- Authorize access to previous school and clinical records by completing the necessary release forms; and
- See to the completion of the *School Registration Form: Children in Care* form located in *Education and Child and Family Services Protocol for Children and Youth in Care*.

The School/Division will:

- Plan and arrange appropriate support(s) to meet the programming needs of the student; and
- Establish an educational plan for the student in those exceptional circumstances where immediate school placement is not possible.

Cross Reference:			
Manitoba Education – School of Choice ; MVSD School Catchment Areas ; Manitoba Education – Administrative Handbook for Schools – Topic C6, Custody/Legal Guardianship; Healthy Child Manitoba - Publications & Resources - Protocols			
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The Placing Agency and the School/Division will share the following responsibilities:

- Ensure that a school team, including the foster parent(s), collaborate to provide the supports and/or resources necessary for a smooth transition into school and for appropriate educational programming;
- Participate in the development and implementation of a multi-system plan to meet the student’s needs in the home, school, and community;
- Identify case manager(s) and establish a communication protocol;
- Determine if the student meets the criteria for Special Needs Categorical Funding Level II or III and complete the necessary application process; and
- Collaborate with the preschool to complete the *Early Years Transition Planning Inventory* rather than the *School Registration Form: Children in Care* form, if the child is aged 3-5 years and will be entering school for the first time. (Where possible, the inventory should be completed up to one year prior to school entry.)

References (Healthy Child Manitoba – Publications & Resources - Protocols):

- *Education and Child and Family Services Protocol for Children and Youth in Care*
- *Guidelines for Early Childhood Transition to School for Children with Special Needs*
- *Wraparound Protocol for Children and Youth with Severe to Profound Emotional and Behavioural Disorders*

E. APPEAL PROCESS

If the application for admission of a student, resident or non-resident, is denied, the decision may be appealed in writing to the Board. [PSA 41(5.1)] [PSA 58.1-58.4]

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Mountain View School Division
PARENT/GUARDIAN DECLARATION FOR STUDENTS

We/I, _____, in the Province
Of the City/Town of _____ of _____

HEREBY CERTIFY THAT:

1. We/I am/are the parent(s)/legal guardian(s) of:

_____, who was born on the _____ (dd/mm/yyyy)
_____, who was born on the _____ (dd/mm/yyyy)
_____, who was born on the _____ (dd/mm/yyyy)

2. We/I grant permission for _____,
to reside with _____, of _____,
(address)

3. We/I will remain involved with the education of _____
and will maintain current contact information at the school. We/I do grant permission for _____
to deal with routine communications _____
with the school such as signing forms for field trips, attending Student Conferences, etc.

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

Contact Information of Notary Public:

Sworn before me at _____, in the province of _____,
(country - if applicable).

This _____ day of _____ (month), _____ (year)

Signature of Notary Public

Official Seal of Notary Public

OFFICE USE ONLY:

Approval of Superintendent/CEO: _____ Date: _____



Mountain View School Division
LETTER OF ACCEPTANCE OF RESIDENT STUDENT
FOR PROGRAM NOT OFFERED

Date

Mr./Mrs./Ms./Dr. Full Name of Recipient
Address
Town, Prov Postal Code

Dear Mr./Mrs./Ms./Dr. Last Name:

Re: Acceptance of Full Name of Student into Name of School for Program Not Offered

I am writing to inform you that **Full Name of Student** has been accepted to the **Name of School** in accordance with Division Procedure AA40 Admission of Students, Program Not Offered Resident Student. As a result, **Full Name of Student** is eligible for transportation and his/her name has been submitted to the transportation department. Please contact MVSD Transportation Department to make the necessary transportation arrangements.

If at any time **Full Name of Student** withdraws from the program, or in the case of vocational programming is not enrolled in the required number of courses (2-3 courses) in any given year, and/or is not on track to graduate with a vocational diploma, **Full Name of Student** will no longer qualify for entrance into **Name of School** via Program Not Offered and will not be eligible for transportation. If at that time, you wish to have **Full Name of Student** continue to attend **Name of School** you must complete a new Within-Division Transfer to a School of Choice form. Continued attendance at **Name of School** will be determined by the criteria and conditions, as outlined in Procedure AA40 Admission of Students, Out-of-Catchment Resident Student - School of Choice.

Sincerely,

Ms. Donna Davidson,
Superintendent/CEO – Mountain View School Division

- CC's
- Principal of Receiving School
 - Principal of Catchment School
 - Assistant Superintendent Programs and Planning
 - Transportation Department



**Mountain View School Division – Administrative Procedures
ADMISSION OF STUDENTS – APPENDIX C**

**Number
AA40.C**

**Mountain View School Division
NON-RESIDENT FEE PAYMENT PRE-APPROVAL**

Resident Division: _____

School Year: _____

The following students have applied to attend school in Mountain View School Division. The identified fee (residual or transfer) for each student corresponds to the students' applications (Out-of-Division Transfer to a School of Choice (MG-4623)). Course selections for the students are attached.

School	Student	PROGRAM (check one)			Tech Ed Program Name	FEE TYPE (check one)		INITIALS	
		School/ Choice	French Immer.	Tech Ed		TRANSFER (School of Choice)	RESIDUAL (Program Not Offered)	Approved	Declined

Please initial beside each student listed above to indicate approval or rejection from the Resident Division to pay the identified fees. Should any student listed be declined, please provide an explanation along with the return of this form. A formal invoice will follow upon the students' registration in the school, which will reflect enrollment as at September 30th. Please refer to MVSD Procedure AA40 – Admission of Students, Section C – Admission of Non-Resident Students for further information.

Signature of Principal of Receiving School

Name (please print)

Date

Signature of Superintendent/CEO of MVSD

Name (please print)

Date

Signature of Superintendent of Resident Division

Name (please print)

Date



Mountain View School Division
CONDITIONAL LETTER OF ACCEPTANCE OF NON-RESIDENT STUDENT
FOR PROGRAM NOT OFFERED

Date

Mr./Mrs./Ms./Dr. Full Name of Recipient
Address
Town, Prov Postal Code

Dear Mr./Mrs./Ms./Dr. Last Name:

**Re: Conditional Acceptance of Full Name of Student into
Name of School for Program Not Offered**

I am writing to inform you that **Full Name of Student** has been conditionally accepted to the **Name of School** in accordance with Division Procedure AA40 Admission of Students, Admission of Non-Resident Students – Program Not Offered. Enrollment in the **Name of School** will be dependent upon confirmation from your residing division pre-approving payment of the residual fee.

Full Name of Student will no longer qualify for entrance into **Name of School** via Program Not Offered if **Full Name of Student** withdraws from the Program Not Offered, as initially enrolled, or no longer meets the criteria for Program Not Offered of either Mountain View School Division or the home school division.

If you have any questions or concerns, please contact the undersigned.

Sincerely,

Principal Name
Principal

- CC's
- Superintendent of Sending Division
 - Superintendent/CEO of MVSD
 - Assistant Superintendent Programs and Planning



Mountain View School Division
LETTER OF ACCEPTANCE OF NON-RESIDENT STUDENT
FOR PROGRAM NOT OFFERED

Date

Mr./Mrs./Ms./Dr. Full Name of Recipient
Address
Town, Prov Postal Code

Dear Mr./Mrs./Ms./Dr. Last Name:

Re: Acceptance of Full Name of Student into Name of School for Program Not Offered

I am writing to inform you that **Full Name of Student** has been accepted to the **Name of School** in accordance with Division Procedure AA40 Admission of Students, Admission of Non-Resident Students. Transportation is not provided unless you transport your child to a regular bus route within the catchment area of the division school and space is available on the bus, or the sending school division/parent or guardian transports the student to the transfer point established by the sending division and MVSD. If transportation within MVSD is requested, please contact MVSD Transportation Department to make the necessary transportation arrangements.

If at any time **Full Name of Student** withdraws from the Program Not Offered as initially enrolled, or no longer meets the criteria for program not offered of either Mountain View School Division or the sending school division, **Full Name of Student** will no longer qualify for entrance into **Name of School** via Program Not Offered. If at that time, you wish to have **Full Name of Student** continue to attend **Name of School**, you must complete a new Out-of-Division Transfer to a School of Choice form. Continued attendance at **Name of School** will be determined by the criteria and conditions, as outlined in Procedure AA40 Admission of Students, Admission of Non-Resident Students.

Sincerely,

Ms. Donna Davidson,
Superintendent/CEO – Mountain View School Division

- CC's
- Principal of Receiving School
 - Superintendent of Sending Division
 - Assistant Superintendent Programs and Planning
 - Transportation Department



Mountain View School Division
LETTER OF ACCEPTANCE OF NON-RESIDENT STUDENT
FOR SCHOOL OF CHOICE

Date

Mr./Mrs./Ms./Dr. Full Name of Recipient
Address
Town, Prov Postal Code

Dear Mr./Mrs./Ms./Dr. Last Name:

Re: Acceptance of Full Name of Student into Name of School for School of Choice

I am writing to inform you that **Full Name of Student** has been accepted to the **Name of School** in accordance with Division Procedure AA40 Admission of Students, Admission of Non-Resident Students. Transportation is not provided unless you transport your child to a regular bus route within the catchment area of the division school and space is available on the bus, or the sending school division/parent or guardian transports the student to the transfer point established by the sending division and MVSD. If transportation within MVSD is requested, please contact MVSD Transportation Department to make the necessary transportation arrangements.

Continued attendance at **Name of School** will be determined by the criteria and conditions, as outlined in Procedure AA40 Admission of Students, Admission of Non-Resident Students.

Sincerely,

Ms. Donna Davidson,
Superintendent/CEO – Mountain View School Division

- CC's
- Principal of Receiving School
 - Superintendent of Sending Division
 - Assistant Superintendent Programs and Planning
 - Transportation Department



Mountain View School Division
LETTER OF ACCEPTANCE OF RESIDENT STUDENT
FOR SCHOOL OF CHOICE

Date

Mr./Mrs./Ms./Dr. Full Name of Recipient
Address
Town, Prov Postal Code

Dear Mr./Mrs./Ms./Dr. Last Name:

Re: Acceptance of Full Name of Student into Name of School for School of Choice

I am writing to inform you that **Full Name of Student** has been accepted to the **Name of School** in accordance with Division Procedure AA40 Admission of Students, Admission of Resident Students. Transportation is not provided unless you transport your child to a regular bus route within the catchment area of the school of choice and space is available on the bus. If transportation is requested, please contact MVSD Transportation Department to make the necessary transportation arrangements.

Continued attendance at **Name of School** will be determined by the criteria and conditions, as outlined in Procedure AA40 Admission of Students, Admission of Resident Students.

Sincerely,

Ms. Donna Davidson,
Superintendent/CEO – Mountain View School Division

- CC's
- Principal of Receiving School
 - Principal of Catchment Area School
 - Assistant Superintendent Programs and Planning
 - Transportation Department