



Cross Boundary Attendance / Transportation Form

(Administrative Procedure 305 – Attendance Areas)

School Year: _____

CONTINUITY: Subject to the Division's ability to provide school bus transportation and a school's ability to provide for a child's special needs, a student should be able to continue in the school he/she is attending until the completion of his/her program.

A: To Be Completed By The Parent(s) / Guardian(s) / Independent Student and Submitted To The Principal Of The Designated School.

Designated School _____

Requested School _____

Student's Name: (Surname first) _____ Present Grade: _____ Alberta Education Student ID # (if known) _____

Parent / Guardian: (Surname first) _____ Home Phone # _____

Mother's Work # _____

Father's Work # _____

Mailing Address: Apt. # Or Suite # _____ Street Address or Rural Address _____

Town / City _____ Province _____

Postal Code _____ Subdivision _____

Legal Description _____ ¼ of Sec. _____ Twp. _____ Rge. _____ W of _____ Lot _____ Blk _____

Special Programming Requirements Yes No

Reason for requesting a change of school: _____

Parent / Guardian / Independent Student Signature _____ Date _____

B: To Be Completed By Principal Of Designated School

Principal has made contact with the parent / guardian / independent student: _____ Yes _____ No

Designated Principal's Signature _____ Date _____

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C: To Be Completed By Principal of Requested School

The Transfer Request is: _____ approved _____ not approved

This document is to be forwarded to the Transportation Department whether or not Transportation is requested.

Requested Principal's Signature _____ Date _____

D: Transportation

The parent/guardian/independent student is responsible for the transportation of the above named student.

I would like to access transportation with Parkland School Division No. 70: Yes ____ No ____

(If yes, please complete TRANSPORTATION REQUEST BELOW)

I, the undersigned, would like to access transportation services with the Parkland School Division No. 70 Board of Trustees for the conveyance of the student(s) listed above. This service would be provided after the commencement of the school term and only after all the eligible students have been assigned busing and only IF:

- a) There is room on the bus
- b) The bus does not have to divert from the regular route to provide the service
- c) Agree to pay all applicable transportation fees on a yearly basis. Fees are subject to change prior to the beginning of the school year; refer to www.psd70.ab.ca for an updated fee schedule.

I understand that if transportation to the requested school is no longer available then the parent may provide transportation. I understand and accept the above.

Parent/Guardian/Independent Student Signature _____ Date _____

_____ Approved _____ Not Approved Date _____

A.M. Busing _____

P.M. Busing _____

Signature (Manager, Student Transportation)

Parties Contacted _____

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COMPLETION OF A TRANSFER FORM

Student transfer forms are available at all schools and must be completed if the student(s) will be attending school outside his/her designated attendance area as approved by the Board of Trustees. Subject to the Division's ability to provide school bus transportation and a school's ability to provide for a child's special needs, a student should be able to continue in the school he/she is attending until the completion of his/her program. A new transfer request form must be completed if the student registers in another school outside his/her designated attendance area.

It is the responsibility of the parent to obtain the signature of the Principal of the designated school and the Principal of the requested school prior to April 30th. Where applicable, approval from the Instructional Services Department can be obtained through the Associate Superintendent's office.

APPEAL PROCESS

If a parent wishes to appeal the decisions made, they may do so by contacting the Superintendent of Schools.

BOARD POLICY E3.1 School Bus Stops

The Board acknowledges its responsibility to provide safe transportation to and from the designated school for all resident pupils eligible for such service. In fulfilling this commitment the Board establishes the following guidelines.

GUIDELINES

1. Grades K-12
 - 1.1 Transportation services shall be provided for students residing more than 2.4 kilometers from the designated school site.
 - 1.2 Transportation services may be provided if the distance is less than 2.4 kilometers and more than 0.9 kilometers from the school site with the provision that a transportation fee can be charged for that service.
 - 1.3 For children who are not disabled, a reasonable walk distance from a property entrance along a public roadway to a bus stop is 0.4 of a kilometer (1/4 mile).
2. Notwithstanding guidelines 1, alternate bus stops may be authorized by the Manager, Student Transportation, after due regard has been given to safety factors.

BOARD POLICY E3.2 Cross-Boundary Busing

The Board recognizes the School Act provides choice for parents in the matter of which school they may wish to have their children attend. When exercising such choice, parents accept responsibility for transportation. The Board may provide transportation to students who are attending a school other than their designated school; provided there is space available on the bus; the bus does not have to be diverted from the regular approved route; and that any applicable cross-boundary fees are paid.

GUIDELINES

1. This policy shall apply to eligible passengers attending ECS through Grade 12.
2. All applications for cross-boundary busing shall be made using the Cross Boundary Attendance/ Transportation Form. Parents registering in a non-designated school will be advised by the registering school of the requirement to complete a Cross Boundary Attendance/Transportation Form.
3. Approval of a student's eligibility for cross-boundary busing will be determined by Administration on a year-to-year basis.

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4. When attendance boundaries are changed by the Board, students residing in the effected are that have been transferred from one attendance area to another as of the beginning of a new school year shall be permitted to attend their previous school for that year. The Board may make an extension to a transition year as a result of program or accommodation considerations.
5. The Board may establish optional attendance areas that service two or more schools in which parents have a choice. The Board will establish specific conditions on how the cross boundary fee would apply.
6. In determining space availability, eligible students attending their designated school shall be accommodated first before consideration is given to any cross boundary busing application.
7. If a cross-boundary fee is established it shall be reviewed annually by the Board.

BOARD POLICY I5 Attendance Areas

The Board directs that each resident student shall register at a designated school. This shall be the school within which attendance area the residential address of the student's parent or legal guardian is located. In the case of an independent student, the residential address is that of the student.

The Board shall permit resident students to register in schools other than their designated school providing there are sufficient resources and facilities available to accommodate the student.

GUIDELINES

1. Every student should have a designated school and should be able to stay in the school he/she is attending until the completion of their program unless otherwise directed by the Board.
2. The school in the student's attendance are has the responsibility of accommodating the student or finding a program appropriate to the student's needs in cooperation with the parents and Division Office.
3. There should be efficient use of school facilities.
4. Schools should be operated without overcrowding.
5. Parent/student choice will be limited in some instances where there is the need for the Division to utilize resources and facilities as effectively as possible.
6. A school's attendance boundary will be reviewed when that school's existing attendance area enrolment exceeds 95% of operational capacity or when a school's occupancy rate has fallen substantially under capacity and the school's site based budget can no longer feasibly support the financial viability of the operation of the school

PROCEDURES

1. Principals and parents shall be notified of any changes in attendance area boundaries by March 30 of each year. The Board may make changes to accommodate changes in student population.
2. Resident students should register at their designated school or declare their intention to register at a school outside of their attendance area by April 30.
3. The Division shall provide transportation of a student to and from his/her designated school.

Parents wishing to enroll their children in schools outside their designated attendance area may have to provide their own transportation. However, students outside a designated attendance area may be accommodated on existing bus routes on a fee basis if space is available. Applications for student transportation are available at all schools.

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4. If there are sufficient resources and facilities available to accommodate the student, children of the same family should be able to attend the same school at the same time provided that both siblings will be attending the school in the year for which enrollment is requested.
5. The parent/guardian/independent student outside of an attendance area who wish to transfer shall complete the School transfer Form and submit it to the Principal of the requested school by April 30th.
6. Administration shall undertake a boundary review of a school based on the September 30 enrolment in accordance with Guideline 7 and prepare a recommendation to the Board. The recommendation may contain boundary adjustments and/or capital construction to accommodate enrolments. The review and recommendation should be completed by November 30 and presented to the Board in December.