OUT-OF-AREA REQUESTS

Parents and legal guardians may seek placement for students in a school outside of their area (neighbourhood) school.

TIMELINES AND PROCEDURES

♦ Out-of-Area Request forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after the first school day in April.

♦ Paper copies of the Out-of-Area Request forms are available at your neighbourhood school or on the HRCE website.

♦ Parents/guardians will have the option of submitting the Out-of-Area Request via an online process available on the Halifax Regional Centre for Education website starting at 8:00am on the first school day in April and remaining available for ten school days.

♦ The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests for the next school year must be processed by June 23

of the year of the transfer request.

♦ Once a student's Out-of-Area Request Form has been approved, re-application is not required for subsequent years.

♦ Application for younger siblings of students who previously have been accepted for an out-of-area placement will be given priority.

♦ Parents/guardians requesting a transfer are responsible for transportation.

For information concerning registration,
Please contact the principal of your neighbourhood school.

Student Registration, Student Transportation and French Second Language policies are available from the school principal or on-line at the Halifax Regional Centre for Education website (www.hrce.ca).

Halifax Regional Centre for Education
33 Spectacle Lake
Dartmouth, NS
B3B 1X7

902.464.2000

Halifax
Regional Centre for Education

www.hrce.ca

Registration Information

Registration ...

<u>Where to Register</u>

♦ Students will register for the English program at the school serving the area (neighbourhood) in which they reside.

♦ Students who live in an area of eligibility for Early French Immersion will register at the French Immersion designated school that serves their neighbourhood.

♦ A student's residence is defined as the primary residence of the student's parents or legal guardians.

♦ Parents/guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.

<u>When to Register</u>

♦ School registration will be the month of February.

♦ Each school will publicize its exact registration dates and times.

If your child is registering for a
Pre-Primary
Grade Primary program...

♦ A child must be four years of age on or before December 31 to register in the year they start Pre-Primary.

♦ A child must be five years of age on or before December 31 to register in the year they start Grade Primary.

♦ Parents/guardians must present the child's proof of age, legal name (as listed on birth certificate, passport, immigration papers, legal name change certificate or adoption documents), proof of residency (such as a current utility bill) and Nova Scotia Health Card (MSI) number and expiry date at the time of registration.

If your child is registering for the
French Immersion Program...

♦ The entry point for the Early French Immersion program is Grade Primary.

♦ Parents/guardians who live in an area of eligibility for Early French Immersion must register at the French Immersion designated school during the month of February for September of the next school year.

♦ The entry point for the Late French Immersion program is Grade 7.

♦ Parents/guardians who live in an area of eligibility for Late French Immersion

(grade 7) must register in their current school during the month of February for September of the next school year.

♦ When a French Immersion designated school cannot accommodate the enrollment numbers due to CAP guidelines, space limitations, or because it is not viable due to insufficient enrollment, an alternate placement will be offered to the parents/guardians.

If your child is registering
for Senior High...

♦ Registration will take place at the junior high school your child currently attends.

February
is Registration Month