



SCHOOLS OF CHOICE

INFORMATION FOR PARENTS

 **River East Transcona**
S C H O O L D I V I S I O N

© 2009 River East Transcona School Division www.retsd.mb.ca
589 Roch St. Winnipeg, Manitoba R2K 2P7
Tel 204.667.7130 Fax 204.661.5618

 **River East
Transcona**
S C H O O L D I V I S I O N

RETSD schools of choice information

River East Transcona School Division (RETSO) expects its students to attend designated schools within established boundaries as a way to balance enrolment at each school. Unless otherwise specified by the board of trustees, the designated school is the school closest to the home of the student's custodial parent/legal guardian. However, a student may apply to attend a school other than their designated school through Policy JFBA - *Schools of Choice*. For more detailed information about the policy, go to the RETSD website at www.retsd.mb.ca and click on parents and community > documents and forms > policy manual.

The following information outlines some of the particulars regarding the schools of choice policy:

Who needs to apply for schools of choice?

Both "In-division-out of designated school boundary" students and "Out-of-division" students, as defined below:

In-division-out of designated school boundary students

These are students who wish to attend a school other than their designated school and whose custodial parents/legal guardians reside in RETSD. The designated school is based on the address of the student's custodial parent/legal guardian, and the student's chosen program (e.g., language program, vocational program). To determine a student's designated school, contact any school in RETSD, the Administration Offices at 589 Roch St., or check the "School Locator" found on the home page of the RETSD website.

Out-of-division students

- Students who wish to attend an RETSD school and whose custodial parents/legal guardians do not reside in RETSD
- Current RETSD students who have moved out of RETSD and wish to remain at an RETSD school for the next school year
- Previously approved out-of-division students who are changing schools or have had any change to their existing application (i.e., change of address or programs, achieved age of majority)

What criteria are used when considering schools of choice applications?

Students applying under schools of choice will be considered for acceptance based on the following criteria, which are listed in priority order:

School criteria

- a. There is available space based on current or projected enrolment at the school of choice
- b. There is available space based on class size at the school of choice
- c. The school of choice has the ability to provide appropriate support/programming

Applicant criteria

- a. The custodial parent/legal guardian is a resident in RETSD
- b. The student was enrolled in the school of choice the previous school year
- c. The student has a sibling attending the school of choice (applies to early years students only)
- d. The early years student's middle/junior high school of choice is the same as his/her peer group's designated middle/junior high school
- e. If all other factors are equal, consideration will be given to the date and time of receipt of the application by school personnel

What is the process for applying?

In-division-out of designated school boundary students

- The custodial parent/legal guardian must register the student at their designated school and complete an In-Division-Out of Designated School Boundary application for admission into the school of choice. Students who are 18 years of age or older may personally complete the application. The application can be found at any RETSD school or at the Administration Offices.
- The earliest schools of choice applications will be accepted is the first Monday in March.
- The school of choice will notify the custodial parent/legal guardian, or the student, in writing by June 30 as to whether:
 - ▶ The application is approved
 - ▶ The application is denied
 - ▶ The student is on a wait list, as per custodial parent/legal guardian or student request, with a final decision to be made by September 30

Out-of-division students

- The custodial parent/legal guardian of the student, or a student 18 years of age or older, must submit an Out-of-Division application to the principal of the school of choice between May 1 and May 15, for admission for the upcoming school year. Applications can be found at any RETSD school or the Administration Offices.
- The school of choice will notify the custodial parent/legal guardian, or the student, in writing by June 30 as to whether:
 - ▶ The application is approved
 - ▶ The application is denied
 - ▶ The student is on a wait list, as per custodial parent/legal guardian or student request, with a final decision to be made by September 30

Other important information to note

- Transportation is not provided to schools of choice students.
- Submission of a school of choice application does not imply acceptance.
- Acceptance of one student does not ensure acceptance of that student's siblings.
- Acceptance may be rescinded due to misinformation or failure to disclose information.
- An application will be denied when RETSD determines the enrolment of the student would be detrimental to order, discipline and the well-being of the students in the school.
- Once accepted, students* do not need to complete a new application until/unless they change:
 - ▶ Schools
 - ▶ Programs
 - ▶ Addresses

**Annually, rural students (except Lord Selkirk School Division residents) taking a vocational program not offered in the home division must complete a Request for Admission, Non-Resident application.*

Can a decision be appealed?

Custodial parents/legal guardians and students 18 years of age or older may appeal the decision by contacting the superintendent/CEO in writing at 589 Roch St., Winnipeg, MB, R2K 2P7 or fax at 204.661.5618.