



**HIGH SCHOOL  
 SCHOOL OF CHOICE (WITHIN DIVISION) APPLICATION**

*Please read the guidelines and conditions on the reverse side of this form. Application for the start of the next school year should be received at the school of choice beginning February 1 to May 15.*

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Designated **HIGH SCHOOL**  
 School: \_\_\_\_\_ **OF CHOICE:** \_\_\_\_\_

Date to Begin Attending School of Choice: \_\_\_\_\_ Grade Applied For: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address for correspondence: \_\_\_\_\_

Reason(s): \_\_\_\_\_

\_\_\_\_\_

Check if this application is a transfer from a French Immersion to your designated English school.

Student Athletes – Please check if student played sports in previous school, and indicate which sports (RE: MHSAA Ruling). Applies only to Grades 10 – 12.

\_\_\_\_\_

***I have read and accept the Guidelines and Conditions on the reverse side of this form.***

\_\_\_\_\_

Parent(s)/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL OF CHOICE USE ONLY

Date Received: \_\_\_\_\_ Recommendation: Accommodate  Waitlist

Does applicant have sibling in school being applied to: YES  NO  if yes, which grade: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

SUPERINTENDENT'S DEPARTMENT USE ONLY

Accommodate  Waitlist  Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Revision: YES  NO  Date: \_\_\_\_\_ School \_\_\_\_\_ Initial : \_\_\_\_\_

**Divisional Procedure:** Photocopy as required on white paper. SOC (Within Division) Application Forms to be signed by Principal of School of Choice then forwarded to the Superintendent's Department at the LRSD Board Office. When signed by Superintendent's Department, original will be kept on file at the LRSD Board Office and a copy will be sent to current school for distribution to School of Choice, parent/guardians.  
 (Revised Jan/24)

## GUIDELINES AND CONDITIONS

### Pertaining to School of Choice (Within Division) Transfers of Students to a High School other than their Designated High School

(In accordance with Provincial "Schools of Choice Guidelines")

1. A School of Choice (Within Division) Form (SOC) for transfers within division can be obtained from any school in the Louis Riel School Division.
  2. Each of the High Schools in the Louis Riel School Division receives students from identified elementary/feeder schools or catchment areas. For High School transition, the designations are as follows:  
  
**Collège Béliveau:** École Henri-Bergeron\*, École Van Belleghem and École Guyot (Students from these schools transition to Collège Béliveau from Grade 8.) École Sage Creek (Students from this school transition to Collège Béliveau from Grade 6.) École Howden (Beginning in 2024-2025, students from this school transition to Collège Béliveau from Grade 8.) Students from École Provencher transition to École Henri-Bergeron from Grade 4.  
  
**Collège Jeanne-Sauvé:** École Marie-Anne-Gaboury, École George-McDowell and École Varennes (Students from these schools transition to Collège Jeanne-Sauvé from Grade 8.) École George-McDowell: École Julie-Riel\* and École St. Germain (Students from these schools transition to École George-McDowell from Grade 5.)  
  
**Dakota Collegiate:** Darwin, H.S. Paul, Hastings, Highbury, Lavallee, Victor H. L. Wyatt and Victor Mager Schools (Students from these schools transition to Dakota Collegiate from Grade 8.) Dr. D W Penner (Students from this school may choose to transition to Darwin or Minnetonka from Grade 6.)  
  
**Glenlawn Collegiate:** Glenwood, Minnetonka, Samuel Burland, St. George and Windsor Schools (Students from these schools transition to Glenlawn Collegiate from Grade 8.) Dr. D W Penner (Students from this school may choose to transition to Minnetonka or Darwin from Grade 6.)  
  
**J.H. Bruns Collegiate:** Island Lakes Community, Niakwa Place and Shamrock Schools (Students from these schools transition to J. H. Bruns Collegiate from Grade 8.) École Sage Creek School (Students from this school transition to Shamrock from Grade 4.)  
  
**Nelson McIntyre Collegiate:** Archwood\*\*, Marion, and Nordale Schools (Students from these schools transition to Nelson McIntyre Collegiate from Grade 8.)  
  
**Windsor Park Collegiate:** Archwood\*\*, Frontenac, General Vanier (Students from these schools transition to Windsor Park Collegiate from Grade 8.) Students in Grade 8 at Windsor Park Collegiate will continue there in Grade 9.
- \*Students completing Grade 6 Middle Immersion at Ecole Julie-Riel and Ecole Henri-Bergeron attend Grade 7 at their catchment area French Immersion school.
- \*\*dependent on address
3. Applications are accepted at the School of Choice beginning February 1 to May 15 for high school transfer requests for the start of the following school year. SOC transfers are considered in the following sequence:
    - a) Catchment area students;
    - b) Within Division Transfer requests;
    - c) Out of Division Transfer requests.To facilitate effective planning, families wishing to exercise their transfer option are encouraged to submit SOC (Within Division) application early in the February 1 to May 15 time period, as there may be limited space for out of catchment area students and applications are considered based on date of receipt.
  4. Each application is assessed on an individual basis to determine whether it can be accommodated or must be waitlisted. Space (class, grade, and school population), resources, and other factors as determined by the Principal and the Superintendent's Department, are considered in the process. There is no guarantee that siblings choosing the same school will be accepted. Parent(s)/guardian(s) will be notified on or before May 30, if their request has been approved or waitlisted. A numbered list will be established for those that are waitlisted and should space become available the family will be contacted.
  5. Once a student's SOC (Within Division) has been accepted, the new school becomes the student's designated school and further requested changes will be governed as in 1 to 4 above.
  6. Completion of this application indicates that parent(s)/guardian(s) agree to participate in an intake meeting, if necessary, to consider the application. Attendance may include personnel from the School of Choice, from the former school, and from pertinent support agencies required to determine suitable individualized programming.
  7. French Immersion to English Program transfers are automatically accepted provided application is received prior to May 15 for the start of the next school year and the student is requesting the catchment English school corresponding to the parent(s)/guardian(s) address. Applications at any other time of the school year are subject to review of space and resources available at the requested school. Student requesting schools other than catchment English School will require to submit a School of Choice (Within Division) application and are subject to review of space and resources available at the requested school.
  8. The Manitoba High Schools Athletic Association passed a Transfer Rule in 2014. The rule states that students currently enrolled in Grade 10 and up would have to sit out a school year (sport season) if they transferred schools after that time and wanted to play that sport. If a student did not play a high school sport in the current school year, then they would be allowed to play that sport in the new school. If they played a sport in the preceding year, then they would have to sit out the next high school season in that sport.
  9. Resident students new to LRSD, including those from DSFM schools and independent schools, must register at their catchment school. Those wishing to attend another school must complete a SOC (Within Division) application.