

SCHOOL OF CHOICE PROCESS - NOT FOR PUBLIC DISTRIBUTION

SCHOOL OF CHOICE PROCESS 2024-2025

School of Choice – Within the Division

SOC – Within Division – ELEMENTARY

- Forms are received at the catchment school, date stamped and **signed by the Principal**. **Requests should not be accepted before February 1st, and no later than May 15th.**
- The catchment school principal forwards the completed form(s) to the principal of the requested school.
- Decisions regarding transfer requests will be made at a May (time and date TBD) meeting in consultation with the Senior Leadership Team.
- Following the meeting, and once signed by both principals (with recommendations), the principal of the school the student will be attending will:
 - o inform the parent(s)/guardian(s) of the decision in accordance with agreed upon timeline;
 - o include the student's information in the summary table; and
 - o forward the completed *School of Choice (Within Division) applications* to Liaise Assistant Superintendent for processing.
- Decisions regarding transfer requests after the May meeting will be made in consultation with your Liaise Assistant Superintendent.
- Once a *School of Choice (Within Division)* application has been approved, the students may remain at that school for the balance of the grades offered. This school becomes the student's designated school. The student will follow through to the feeder high school. No SOC form needed to move on to the feeder high school. Note that the student's entry code will need to be changed from E101 to E100 if they reside in the high school's catchment area but lived outside the elementary school's catchment area.
- Students will only be accepted to one school if multiple applications submitted to multiple schools. This will be determined at the May meeting.
- Note: **École Sage Creek School will not accept any School of Choice requests due to overpopulation.**

Moves after September 29th

Students who move out of the school's catchment area but within LRSD, after September 29, will be allowed to remain at their present school for the balance of the school year provided that the parent/guardian provides transportation; no SOC form is necessary. If they wish to remain at their current school for subsequent years, a *School of Choice (Within Division)* request would need to be approved as per School of Choice process.

Guidelines & Conditions (In accordance with Provincial [School of Choice Guidelines](#))

Refer to back side of Elementary Schools School of Choice (Within Division) Transfer Application, revised January 2024.

Childcare Facilities

Daycare addresses **cannot be used** for registration at schools. Children attending daycares or other childcare facilities may follow the *School of Choice (Within Division)* process to attend the school closest to their childcare facility, subject to the usual process. Recognizing the reality of childcare issues and the needs of these new families to our division, every effort will be made to assist families, subject to availability of space and resources.

SOC – Within Division – KINDERGARTEN

- Starting **the Tuesday after Louis Riel Day** & no later than May 15th.
- Follow SOC – Within Division – Elementary Schools process.
- **Must be registered at catchment school before submitting SOC or submit both documents at the same time to the catchment school.**

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SOC – Within Division – HIGH SCHOOL

- Families and students should be encouraged to submit *School of Choice (Within Division)* applications at the time of high school registration. Registrations and course selection forms must be submitted at the catchment or designate school. Schools should not accept any school of choice requests prior to February 1, and no later than May 15.
- *School of Choice (Within Division)* applications are completed by the family and submitted to the high school of choice. Submitted forms should be date-stamped and a copy must be sent to the designated high school.
- Decisions regarding transfer requests will be made at a May (time and date TBA) meeting in consultation with the Senior Leadership Team. Once signed by the high school of choice principal (with recommendations), these completed forms must then be forwarded to your Liaise Assistant Superintendent for processing and the summary table completed. Parent(s)/Guardian(s) must be informed in accordance with agreed upon timelines.
- Following the May meeting, schools with approved School of Choice students will then distribute and have students complete their course selection forms – not before.
- Decisions regarding *School of Choice (Within Division)* requests made after May 15 will be done in consultation with your Liaise Assistant Superintendent.
- Students will only be accepted to one school if multiple applications submitted to multiple LRSD high schools. This will be determined at the May meeting.

Moves after September 29th

Students who move out of the school's catchment area but within LRSD, after September 29, will be allowed to remain at their present school for the balance of the school year; no SOC form is necessary. If they wish to remain at their current school for subsequent years, a *School of Choice (Within Division)* request would need to be approved as per School of Choice process.

Guidelines & Conditions (In accordance with Provincial [School of Choice Guidelines](#))

Refer to back side of High Schools School of Choice (Within Division) Transfer Application, revised January 2024.

School of Choice – Out of Division – Elementary & High School

Priorities & Deadlines

Students who wish to transfer to LRSD from another school division must submit a *School of Choice Out-of-Division Form* to the school of choice. These requests are considered based on Provincial Guidelines (1997-98) which state that schools enrol students in the following order of priority:

- students designated to attend that school;
- students residing in the school division;
- other Manitoba students.

As per Manitoba Education, the submissions begin on February 1st and the deadline for *Out-of-Division School of Choice Forms* is May 15. *Out-of-Division School of Choice* requests may be considered up to September 29 for students who reside in urban school divisions provided the student can be registered by the September 29 enrolment that is submitted to Manitoba Education. In these cases, administrators must consult with the Liaise Assistant Superintendent. Any student admitted after September 29 is accepted with the understanding that they are without funding for that school year. PLEASE NOTE: some rural school divisions adhere strictly to the May 15 provincial deadline.

School Transition

Students attending an LRSD elementary school (K-4, K-5, K-6, K-8, 5-8, 6-8) on an approved *Out-of-Division School of Choice* request must submit another *Out-of-Division School of Choice* request if they wish to continue their studies at another school in LRSD, even to continue at the feeder middle school or high school. For example, an out-of-division student attending École St. Germain in Grade 5 would need to submit another form to continue in Grade 6 at École George-McDowell; similarly, an out-of-division student attending École George-McDowell in Grade 8 would need submit another form to continue in Grade 9 at Collège Jeanne-Sauvé. There are no guarantees that these requests will be approved.

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Process

Out-of-Division School of Choice Forms received by the school of choice prior to May 15 for the next school year should be brought to the School of Choice meeting for consideration. Decisions about requests received at the school of choice after May 15 are made by the school principal in consultation with the Liaise Assistant Superintendent. Considerations will include availability of space and resources. All forms (accepted or denied) are then sent to the Board Office for processing. Copies of the completed forms will be distributed accordingly.

PLEASE NOTE: It is critical that schools flag *Out-of-Division School of Choice* students in the Student Information System (SIS), prior to September 29.

REMINDER: Whether schools of choice applications are accepted or denied, the school of choice will contact families to inform them of the result.

Note: École Sage Creek School will not accept any School of Choice requests due to overpopulation.

Moves after September 29th

If a student moves out of division after September 29th, consultations need to occur between the family and the current school to decide the appropriate time to move to the other division, e.g., Winter break, second semester or June 30th. If they wish to remain at their current school for subsequent years, a *School of Choice (Out of Division)* request would need to be approved as per School of Choice process outlined above. No form is required to complete the current year.

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These placements are part of the School of Choice process. – Not for Public Distribution					
Circumstance	HS/ELEM	Catchment	Action	Required Form	Process
Transfers from DSFM or independent school	ELEM HS	Within Catchment	Auto Accept	<input type="checkbox"/> Registration	- Auto Approved provided the student is registering at catchment school.
	ELEM HS	Within Division	Acceptance considered	<input type="checkbox"/> Registration <input type="checkbox"/> SOC	- Outside catchment – they must register at their catchment school first and follow the SOC (Within Division) request process to attend designated school.
Within Division SOC approved in designated elementary school transitioning to feeder High School	ELEM HS	Within Division	Auto Accept	<input type="checkbox"/> SIS pick up	- Once a School of Choice (Within Division) form has been approved at elementary school, the student may remain at that school for the balance of the grades offered and the school becomes the student’s designated school. The student will follow through to the feeder high school. - <u>No SOC form needed to move on to the feeder High School.</u>
Within Division SOC approved at designated elementary school transitioning to High School other than feeder High School	ELEM HS	Within Division Within Catchment	Acceptance considered	<input type="checkbox"/> SOC	- Where an elementary student is approved for School of Choice (Within Division) at the designated elementary school and decides to attend a High School other than the feeder High School, the student must submit a SOC form even if the High School is their original catchment High School.
SOC Out of Division approved at elementary school transitioning to feeder Middle School or High School	ELEM HS	Out of Division	Acceptance considered	<input type="checkbox"/> Out of Division SOC <input type="checkbox"/> SIS pick up	- The student must submit another Out-of-Division School of Choice request if they wish to attend another LRSD school. There are no guarantees that these requests will be approved.
SOC – Kindergarten Due to Childcare Facilities Transportation or Location	ELEM	Within Division	Acceptance considered	<input type="checkbox"/> SOC <input type="checkbox"/> Registration at catchment school for K	- Daycare addresses <u>cannot be used</u> for registration at schools. - Kindergarten student must be registered at their catchment school prior to submitting SOC. - Recognizing the childcare issues & family needs, every effort will be made to assist families, subject to availability of space and resources.

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Circumstance	HS/ELEM	Catchment	Action	Required Form	Process
Siblings	ELEM HS	Within Division Out of Division	Priority Accept	<input type="checkbox"/> SOC	<ul style="list-style-type: none"> - Each transfer request is considered on an individual basis, following the SOC process. Therefore, <u>there is no guarantee that siblings choosing the same school will be accepted.</u> - Space must be available.
Program Change Transfers from FR IMM to catchment English School	ELEM HS	Within Catchment	Auto Accept	<input type="checkbox"/> SOC <input type="checkbox"/> SIS pick up	<ul style="list-style-type: none"> - Auto Accept provided the student is registering at designated school. - SOC form must be submitted - <input type="checkbox"/> Check if application is a transfer from a French Immersion to a designated English school. - Transfers from CJS & CB to English schools – home address will determine designated HS & requires consultation between Administrators and the Superintendent’s Department. - Applications at any other time of the school year are subject to review of space and resources available at the requested school.
Program Change Transfers from FR IMM - other than the catchment English School	ELEM HS	Within Division	Acceptance considered	<input type="checkbox"/> SOC <input type="checkbox"/> SIS pick up	<ul style="list-style-type: none"> - SOC form must be submitted - <input type="checkbox"/> Check if application is a transfer from a French Immersion to a catchment English school. - Applications at any other time of the school year, or for schools other than the catchment English school, are subject to review of space and resources available at the requested school.
Student returning to catchment school previously on SOC elsewhere	ELEM HS	Within Catchment	Acceptance considered	<input type="checkbox"/> SOC <input type="checkbox"/> SIS pick up	<ul style="list-style-type: none"> - Student must submit a SOC form to return to catchment school from designated school. Subject to review of space and resources available at the requested school.
Currently attending but moved out of catchment – ELEM	ELEM	Within Division	Auto Accept for current year	<input type="checkbox"/> SIS pick up at catchment school for new school year	<ul style="list-style-type: none"> - Complete current year & register at catchment school for new school year. If moving during school year, consultation needs to occur between the family and the current school to decide the appropriate time to move to the other school, e.g., after end of term, after winter break, after spring break.

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Circumstance	HS/ELEM	Catchment	Action	Required Form	Process
Currently attending but moved out of catchment – stay at current school – ELEM	ELEM	Within Division	Priority Accept	<input type="checkbox"/> SOC	- Complete current school year and apply for School of Choice to stay at current school for the new school year. Subject to review of space and resources available at the requested school. Elementary school becomes their designated school.
Currently attending but moved out of catchment – HS	HS	Within Division	Auto Accept for current year	<input type="checkbox"/> SIS pick up at catchment school for new school year	- Complete current year and register at catchment school for new school year. If moving during school year, consultation needs to occur between the family and the current school to decide the appropriate time to move to the other school, e.g., after 2 nd semester or June 30 th .
Currently attending but moved out of catchment – stay at current school – HS	HS	Within Division	Priority Accept - Gr. 12 Priority Accept – Gr. 10-11	<input type="checkbox"/> SOC	- Complete current school year and apply for School of Choice to stay at current school. High School becomes their designated school.
Currently attending but moved out of division. – ELEM	ELEM	Out of Division	Auto Accept – for current year	<input type="checkbox"/> Registration at catchment school in home Division	- Complete current year and register at catchment school in their home Division for new school year.
Currently attending but moved out of division – stay at current school – ELEM	ELEM	Out of Division	Acceptance considered	<input type="checkbox"/> Out of Division SOC	- Complete current school year and apply for School of Choice Out of Division to attend at current school for new school year.
Currently attending but moved out of division – HS	HS	Out of Division	Auto Accept – for current year	<input type="checkbox"/> Registration at catchment school in home Division	- Complete current year and register at designated school in their home Division for new school year.
Currently attending but moved out of division – stay at current school – HS	HS	Out of Division	Acceptance considered	<input type="checkbox"/> Out of Division SOC	- Complete current school year and wants to stay at current school for new school year. School of Choice Out of Division form for consideration. There are no guarantees that these requests will be approved.
Attended Out of Division previous school year – resides in LRSD – returns to home division & registers out of catchment	ELEM HS	Within Division	Acceptance considered	<input type="checkbox"/> SOC <input type="checkbox"/> Registration at catchment school	- Students returning to division and selects an out of catchment school, must register at their catchment school prior to submitting a SOC form to attend out of catchment school.
Unique Educational opportunity	HS	Within Division	Priority Accept	<input type="checkbox"/> SOC	PBL program at NMC
Athletic opportunity not offered at catchment school.	HS	Within Division	Acceptance considered (equal to balance)	<input type="checkbox"/> SOC	Acceptance may be considered for extracurricular programming that is not offered within other LRSD schools if class sizes allow.

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Circumstance	HS/ELEM	Catchment	Action	Required Form	Process
	HS	Out of Division	Acceptance considered	<input type="checkbox"/> Out of Division SOC <input type="checkbox"/> Registration	
Other	ELEM HS	Within Division	Acceptance considered (equal to balance)	<input type="checkbox"/> SOC	Follow date stamp. Accept at one school.
Other	ELEM HS	Out of Division	Acceptance considered	<input type="checkbox"/> Out of Division SOC <input type="checkbox"/> Registration	
Middle Immersion – Julie Riel & Henri-Bergeron - Grade 4	ELEM	Within Division	Auto Accept (limited enrolment to program)	<input type="checkbox"/> SIS pick up <input type="checkbox"/> Registration No SOC required	- Students entering Grade 4 from a Division English schools can register for Middle Immersion Program at their designated Middle Immersion school. - Please note limited enrolment in each program and applications accepted on a first come first serve basis.
Middle Immersion – Julie Riel & Henri-Bergeron – completed Grade 6	ELEM	Within Catchment	Auto Accept	<input type="checkbox"/> SIS pick up No SOC required	- In Grade 7, students attend the French Immersion school in their catchment area.
Middle Immersion – Julie Riel & Henri-Bergeron – completed Grade 6	ELEM	Within Division	Acceptance considered	<input type="checkbox"/> SOC	- In Grade 7, students who wish to continue their studies at École George-McDowell or École Henri-Bergeron and not in the catchment school must submit a SOC, subject to regular process.
Placement (SLP, Co-Op Ed)	ELEM HS	Within Division	Auto Accept	<input type="checkbox"/> SIS pick up	Liaise Assistant Superintendent placement
Placement (Student Services, Quest) In Division placement only	ELEM HS	Within Division	Auto Accept	<input type="checkbox"/> SSISP <input type="checkbox"/> SIS pick up	Clinical Service Initiated or Admin Initiated with Liaise Asst. Supt. Consult - Student Services placements <ul style="list-style-type: none"> • Acceptance based on school documentation of a safety concern. - Student Supports (resources, needs) (LAL, SFP, Alt. Ed., etc.) <ul style="list-style-type: none"> • If the resident school cannot accommodate a programming need and another school can – consideration will be given.