

administrative regulation

Administrative
Regulation No.
6090

Classification:
Students

Effective Date:
January 26, 2021

Child and Student Registration and Admission

1 | Purpose

The purpose of this administrative regulation is to:

- provide clarity and guidelines for child and student admission and registration in CBE schools; and
- provide admission guidelines for child and student wishing to attend a school other than their designated school.

2 | Scope

This administrative regulation applies to:

- a child wishing to attend a CBE Early Childhood Services program;
- a student wishing to attend school within CBE; and
- employees involved in the registration and admission of a child or student.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

4 | Principles

The following principles apply.

- CBE strives to provide continuity for individual student registration and attendance where possible.
- CBE attendance area and registration practices align with the *Education Act*.
- Priority for child or student registration is given to those residing within the designated attendance area.
- Alberta Education guides CBE in regard to international students.

5 | Definitions

Academic Program: means a series of courses that culminate in credit or credentialing at the 30 level.

Address: means the primary address is the address where the independent student or the parent of a child or student ordinarily resides. A child, student or independent student may only have one primary address. The primary address is the only address used for transportation regardless of a child or student's living/parenting arrangements.

Admission: means the initial registration for an Early Childhood Services program or the initial registration for Grade 1-12.

Alternative Program: as defined by section 19(1) of the *Education Act*, means, an education program offered by CBE that:

- a) emphasizes a particular language, culture, religion, subject matter, or
- b) uses a particular teaching philosophy, and
- c) is not a religious education program offered by a separate school board of that religious denomination, Francophone education program or specialized supports and services under Section 11 of the *Education Act*.

CBE: means The Calgary Board of Education.

Child: means a child enrolled in a CBE Early Childhood Services program.

Concurrent: means occurring or existing simultaneously.

Course: means an individual subject that follows the mandated Program of Study by Alberta Education.

Designated Attendance Area: means the identified geographical area for a specified school.

Designated School or Program: means the school or program to which a child or student is directed based upon the:

- a) primary address in which the independent student or the parent of a child or student resides; or
- b) a child or student's programming need.

Early Childhood Services (ECS): means a CBE education program provided to a child, who as of September 1, is younger than six (6) years of age.

Enrolment Status: means a school designation of open, limited or closed that is based on the weighted school utilization rate and system need. Enrolment status is determined annually.

Exchange Student: means a visiting student who is participating in a reciprocal exchange program organized either by Alberta Education or privately. Alberta Education defines an exchange program as a language or cultural exchange.

Independent Student: means a student, as defined by section 1(1)(n) of the *Education Act*, who:

- a) is 18 years of age or older; or
- b) is 16 years of age or older; and
 - i. lives independently as determined by the principal; or
 - ii. is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

International Student: means a student who is legally entitled to be in Canada for the purposes of study and does not have permanent resident status.

Non-Canadian Child or Student: means a child or student who has not obtained Canadian citizenship and includes:

- a) landed immigrants (Permanent Residents);
- b) refugees;
- c) a child of individuals who are lawfully admitted to Canada for permanent or temporary residence, or non-residents (parents on work or study permits); or
- d) non-Canadian child of Canadian citizens or permanent residents.

Non-Resident Student: means

- a) a student whose parent(s) do not reside in the geographical boundary of CBE and/or both parents are of the Roman Catholic faith;
- b) an independent student who does not reside in the geographical boundary of CBE and/or is of the Roman Catholic Faith; or
- c) a student on a short-term visit of less than ten (10) days.

Official Student Record (OSR): means all information CBE collects and maintains which may affect the decisions made about the education of the child or student enrolled with CBE. The OSR will contain information from any other school board the child or student has attended.

Out of Attendance Area: means the area that is outside of CBE designated attendance area of a school.

Overflow School: means the school that a child or student from a school in lottery is designated to attend.

Parent: as defined by section 1(2) of the *Education Act*.

Resident Student of CBE: means a student who has right of access to education as defined by section 3 of the *Education Act* and who as defined by section 4 of the *Education Act* means:

- a) a student where at least one parent physically resides within the geographical boundary of CBE and at least one parent is not of the Roman Catholic faith; and
- b) an independent student who resides within the geographical boundary of CBE and who is not of the Roman Catholic faith.

Sequence of Courses: means the order in which either core or complementary subjects in Grade 10-12 must be studied.

School Division: means a school division established under section 112 of the *Education Act*.

Sibling: means the brother or sister, including half-brother/sister and step-brother/sister, designated to the same school or program.

Student: means a person identified in sections 1(hh) and 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but
- c) does not include a child younger than 6 years of age who is enrolled in an Early Childhood Services program.

Study Permit: means a document issued by Immigration, Refugees and Citizenship Canada that enables a student to study legally in Canada.

Transfer: means the process utilized after an initial admission and registration has been accepted for a child in an Early Childhood Services program or a student in Grade 1-12.

Transfer Process: means the processes consistent with Administrative Regulation 6091 | School Transfers utilized for students requesting a move to a non-designated school for the following:

- a) Early Childhood Services program;
- b) Grade 1-9 students; and
- c) Grade 10-12 students.

Visiting Student: means a student not registered as a student in CBE who participates in a school program in CBE for a period of not more than ten (10) school days.

Work Permit: means a document issued by the Government of Canada, which entitles an individual who is a non-Canadian citizen or permanent resident to work temporarily in Canada.

6 | Regulation Statement

Admission

- 1) The first priority for admission to a school in CBE is given to a child or resident student of CBE who lives within the designated attendance area of the school. Regulation statements 9, 13 and 14 address other admission priorities of this regulation.
- 2) Admission priorities for specialized classes, unique settings and alternative programs follow the processes and procedures for those classes, settings or programs.
- 3) Non-resident students are not accepted into schools with closed or limited enrolment status (capped) or that are in the lottery process.
- 4) Admission of a child or a non-resident student will indicate that registration is for the **current year** only.
- 5) Consistent with Administrative Regulation 6091 | School Transfers, the resident independent student or the parent of a child or resident student of CBE who chooses to transfer to or enroll in a non-CBE school, the choice of school will remain in effect for the duration of the school year.

Admission – Early Childhood Services Program

- 6) A child, whose parent resides in Alberta, may be enrolled in an ECS program consistent with section 6(9) of this regulation. However, enrolment in ECS does not guarantee enrolment in Grade 1 in CBE.
- 7) A child who attains the age of five (5) years of age as of December 31 may be enrolled in an ECS program in CBE at the commencement of the fall term of that calendar year. The Early Learning Birthdate Calculator supports determination of the appropriate age of entry.
- 8) Any exceptions to the ECS age eligibility requirements will be addressed on a case-by-case basis and made with the approval of Early Learning.
- 9) The principal will consult with the superintendent of School Improvement or a delegate to determine if space and resources are available in the requested ECS program. The priority order for admission of a child, is as follows:
 - **Priority One** – a child residing in the attendance area of the school;

**Admission |
General
Eligibility
Grade 1-12**

- **Priority Two** - older siblings enrolled at the school or in the program; concurrently;
- **Priority Three** - other Alberta child; and
- **Priority Four** - other Canadian child.

- 10) A student will be provided admission to a school in CBE if the student is:
- a) at September 1, six (6) years of age or older and younger than nineteen (19) years of age; and
 - b) a resident student to CBE who is:
 - i. a Canadian citizen;
 - ii. a permanent resident;
 - iii. a child of a Canadian citizen; or
 - iv. a child of an individual lawfully entitled to be or remain in Canada for permanent or temporary residence; and
 - v. the parent resides in Alberta as per section 4(1) of the *Education Act*.

- 11) Notwithstanding section 6(6), a student who is five (5) years eight (8) months of age on September 1 may be enrolled in Grade 1.

**Non-Resident
Admission
Grade 1-9 Non-
Resident
Students |
Requesting
Admission**

- 12) Grade 1-9 non-resident students may only request admission at a school for which their attendance area is the designated school.
- 13) The principal will consult with the superintendent of School Improvement or a delegate to determine if space and resources are available at the designated school or in a requested program. The priority order for admission of non-resident Grade 1-9 students, after the admission of resident students, is as follows:
- **Priority One** - younger siblings of CBE students already enrolled at the school or in the program;
 - **Priority Two** - students resident of The Calgary Roman Catholic Separate School Division;
 - **Priority Three** - other Alberta students;
 - **Priority Four** - other Canadian students; and then
 - **Priority Five** - international students.

- Grade 10-12 Non-Resident Students | Requesting Admission**
- 14) Once the High School Transfer Process is completed as per AR 6091 | School Transfers and the High School Transfer Process document, education directors will determine if space and resources are available to admit non-resident students in the following order of priority:
- **Priority One** - students resident of The Calgary Roman Catholic Separate School Division;
 - **Priority Two** - other Alberta students;
 - **Priority Three** - other Canadian students; and then
 - **Priority Four** - international students.
- Unresolved Suspension and Expulsion**
- 15) A student under an unresolved suspension or expulsion from a school in CBE or other school division may not be enrolled or considered for registration until:
- a) the suspension is resolved; or
 - b) alternative arrangements are made with the appropriate Superintendent of School Improvement board-delegated person in accordance with Administrative Regulations 6007 | Suspension and Expulsions.
- Student Grade Placement**
- 16) CBE places students primarily by age at registration. In addition to the consultation with the independent student or parent of a student, there may be exceptional circumstances in which students, such as those from home education or out of country schools, may be assessed to determine the grade placement.
- Grade Configuration**
- 17) School grade configurations of a school are subject to change based on system planning and accommodation decisions. This may require a change to out of designated attendance area student registration prior to the end of the grade configuration or program duration.

7 | Procedures

- Registration**
- 1) Child and student registration requires:
- a) valid proof of age, legal name and citizenship as identified by the following:
 - i. Alberta Birth Certificate;
 - ii. Canadian Birth Certificate;
 - iii. Canadian passport;

- iv. Canadian Citizenship Card;
- v. Canadian Citizenship Certificate;
- vi. Confirmation of Permanent Residence; or
- vii. Canadian Certificate of Indian Status.

A court order may be used to prove the legal name and age of the student, but will not be accepted as proof of citizenship and further documentation would be needed.

- b) proof of residential address of the independent student or the parent of a child or student;
- c) completed registration form:
 - i. Student Registration Form - Early Childhood Services – effective September 2021;
 - ii. Student Registration Form - Dependent Student; or
 - iii. Student Registration Form - Independent Student; and
- d) signature of the independent student or the parent of a child or student.

- 2) Registration requires valid documentation as outlined in the administrative regulation.
- 3) The independent student or the parent of a child or student must complete the student registration form.
- 4) Only the independent student or the parent of a child or student has legal authority to make educational decisions for a child or student, including registration.
- 5) An independent student may use a driver’s license as proof of age.
- 6) If a child or student lives with a non-legal guardian, the parent is to provide a written summary of the current family status such as where the child or student is living and who is providing day-to-day care for the student. The written summary does not provide legal authority to the caregiver to make educational decisions.
- 7) If a child or student is living with a non-legal guardian, the parent must continue to provide all direction and/or educational decisions until court documentation is provided indicating the current

Independent Student

Child/Student Living with Non-Legal Guardian

caregiver has legal authority to make educational decisions and access a child or student's information.

Child or Student Who Self-Identifies as Indigenous

- 8) A child or student who self-identifies as Indigenous may be registered by the current caregiver provided that:
- a) the current caregiver provides a letter from the legal guardian designating caregiver status to that person;
 - b) a copy of the letter designating caregiver status is included in the Official Student Record, reviewed and updated **annually**; and
 - c) all other requirements of admission and registration are met.

Parents Reside in Different School Divisions

- 9) If each parent of a child or student is a resident of a different school division:
- a) the parents shall choose, in writing, one of the school divisions in which to enroll the child or student;
 - b) the choice of the parents shall remain in effect for the duration of the school year in which the choice was made; and
 - c) the child or student must attend the division chosen by the parents.
- 10) If the parents, referred to in section 7(9) of this part of the administrative regulation, do not make a choice of school division, the Minister shall designate the child or student's residence to be the board of a school division of which one parent is a resident.

Non-Canadian Student

- 11) Registration for a non-Canadian child or student must go through the CBE Welcome Centre.
- 12) CBE Welcome Centre will then assign the child or student to a designated school.

International Student Admission

- 13) International student admission and registration must be coordinated through Global Learning, who is responsible for international student admission, and requires the following:
- a) a completed application form;
 - b) proof of custodianship;
 - c) payment of applicable international fees; and
 - d) a valid study permit.

Student Exchanges | Approved/ Reciprocal

- 14) Once an international student has received a letter of acceptance from CBE, the student will be designated to a school that has open or limited enrolment status after the High School Transfer Process for Grade 10-12 or the transfer process for Grade 1-9 has taken place as per Administrative Regulation 6091 | School Transfers.
- 15) A student who is part of an approved reciprocal student exchange, may attend a school in CBE if:
 - a) the exchange is approved by both the principal of the host school and the education director responsible for international student admission;
 - b) arrangements have been made for local custodianship of the student;
 - c) evidence has been provided to the principal that the student is covered by health insurance for the duration of the exchange; and
 - d) the Alberta Education Reciprocal Student Exchange Approval form has been completed.
- 16) An exchange student must be admitted and registered as a student of CBE and may be evaluated for assignments, marks and/or high school credits.
- 17) Exchange students are subject to CBE administrative regulations and all school rules.

New to CBE Resident Grade 1-9 Student Requesting Out of Designated Attendance Area Enrolment

- 18) A student new to CBE requesting an out of designated attendance area enrolment for Grade 1-9, must first enroll at the designated school for the attendance area. Once enrolled, the parent will follow the transfer process in Administrative Regulation 6091 | School Transfers.

Notification for Out of Attendance Area ECS Child

- 19) Principals will confirm, by **June 1**, if the registration for the new out of the designated attendance area child is accepted or if that child must remain at the designated attendance area school.

Notification for Out of Designated Attendance

- 20) Grade 1-9 principals will confirm, by **May 1**, if the registration for the new out of designated attendance area resident student is accepted or the student must remain at the designated attendance area school.

Area Resident Student

Notification for Non-resident Students

- 21) Principals must wait until the end of the first week of school to accept any new Grade 1-9 non-resident students consistent with this administrative regulation.
- 22) A non-resident Grade 1-9 student who is not accepted will be notified by the principal or designate that they are not successful.
- 23) Notifications for new non-resident Grade 10-12 students requesting admission will be consistent with section 6(13).

After September 30

- 24) Any new resident or non-resident student wanting to enroll after September 30 must have approval of the superintendent of School Improvement or delegate to determine if space and resources are available prior to enrolling a student in a school.

Annual Review of Registration| Non-Resident Students

- 25) Schools must **annually** review the enrolment of *current* non-resident students and, prior to **June 1**, notify non-resident independent students or the parent of non-resident students of enrolment for the following year, either confirming enrolment in the current school or redirecting the students back to their designated school

Documentation

- 26) Every effort to obtain documentation, consistent with section 7(1) of this regulation that verifies the legal name and age of the child or student is documented in the Student Information System.
- 27) Missing documentation verifying the legal name, age and citizenship of the child or student may result in adjustments to the Resource Allocation Model of the school.
- 28) Documentation of changes for a child and student during the school year, such as changes in legal guardianship, residence, contact information and emergency contact information occurs through the Student Information System (SIS) Student Demographics Verification Form, which must be signed and dated by the independent student or the parent of a child or student.

Change in Residence During the School Year

- 29) If the independent student residence or the parent of a student residence changes after the commencement of the school year, the independent student or the parent of a student must designate, in writing, the student to be a resident of the board of the school division in which the student resided either immediately before or after the change.

- 30) If the residential address of an independent student or the parent of a student changes during the school year such that they are in a different CBE designated attendance area, the student may:
- a) remain registered in the current school or alternative program in order to complete their school year, on the condition that transportation is provided by the parent or independent student; or
 - b) register in the designated school or alternative program for the new residence, unless:
 - i. the designated school or alternative program is limited enrolment status (capped) for enrolment; or
 - ii. the student is registered in a specialized class.
- 31) If the designated school, for the new residence of the student, is limited enrolment status (capped) the student will be designated to the overflow school.
- 32) If there is a change in residence for a student currently attending an alternative program, the student will be accepted in the alternative program designated to their residence, unless that alternative program is full. These situations are examined on a case-by-case basis.
- 33) If there is a change in residence for a student registered in a specialized class, that student remains in their current placement for that school year. Placements are reviewed annually.

**Annual Review|
Demographics**

- 34) A copy of the documentation verifying the age, legal name and citizenship of the child or student shall be included in the Official Student Record and reviewed, updated and signed by the independent student or the parent of a student **annually** through the Student Demographics Verification Form.

**Annual Review|
Homeschooling
Demographics**

- 35) A copy of the Home Education Registration Form may be used for **annual** review provided the Home Education Registration Form contains the same information required on the Student Information System (SIS) Student Demographics Verification Form.

**Lottery -
Limited
Enrolment
Status
(Capped) |
ECS- Grade 9**

- 36) A child or resident student are entitled to attend their designated school provided it is not limited enrolment status (capped) for enrolment.

- 37) The school's education director and the director of Planning, in consultation with the school principal will determine the enrolment status of a school. A school may be identified as open, limited (capped) or closed enrolment status.
- 38) Where CBE identifies a school as limited enrolment status (capped), only resident students may be enrolled in schools with limited enrolment in the following priority:

Priority One – Students residing within the walk zone who have a sibling that will be attending the same program in the same school; concurrently.

Priority Two – Students living outside the walk zone who will have a sibling in the same program in the same school at the same time; or students living within the walk zone who do not have a sibling in the school.

Priority Three – all other students living in the designated attendance area.

- 39) If Grade 1-9 student registration requests exceed available spaces in a school with limited enrolment status (capped), the principal must utilize the current lottery process.
- 40) A student who is unsuccessful in the lottery process will be designated to an overflow school.
- 41) After September 30, once Grade 1-9 resident students register at their designated overflow school as their regular school program, they will be added to the callback list. No other students qualify for this callback list.
- 42) Once the callback is completed, a student refusing to return to the designated school will remain at the school that student is currently enrolled in, and the student is deemed an out of designated attendance area student at the overflow school.
- 43) A visiting student may be permitted to visit a school if, in the principal's discretion, the visit is fully compatible with:
- a) the normal operation of the school;
 - b) the availability of resources at the school;
 - c) the availability of classes the student proposes to attend; and

**Visiting
Student**

- d) the visit does not exceed ten (10) consecutive days.
- 44) In addition to the conditions in this regulation, the principal may impose any conditions they consider appropriate relating to the student's visit in a school.
- 45) A visiting student is not a registered student of CBE and will not be evaluated for assignments, marks or high school credits.
- 46) A visiting student must agree, with written consent by the student and the parent, to be subject to CBE administrative regulations and all school rules.

**Fees |
Admission**

- 47) The following categories of students must pay applicable admission fees prior to attending school:
 - a) international students;
 - b) a child or student whose parents are not resident in Canada;
 - c) a child or student whose parents do not reside in Alberta;
or
 - d) students who are nineteen (19) years old or older accepted by CBe-learn or Chinook Learning Services.

**Fees |
Alternative
Programs**

- 48) CBE may charge a fee for an alternative program.

8 | History

Approval	AR 6090 January 21, 2021 AR 6090 August 31, 2020 AR 6090 December 4, 2015 AR 6091 December 19 2005 (deletion) AR 6094 September 1, 2004 AR 6090 June 14, 2002 (originally AR 3017) AR 3017 A: May 13, 1963
Next Review	June 2025
Revision/Review Dates	AR 6091: January 11, 2007, January 10, 2008 AR 6094: September 1, 2005, June 1, 2006, October 1, 2007

	AR 6090: Feb 15, 2003, October 10, 2003, Sep 1, 2004, September 1, 2005, January 17, 2012 AR 3017A: November 26, 1991, May 24, 1994, June 14, 2002, February 15, 2003, May 13, 2003, September 1, 2004, December 19, 2005
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9 | Related Information

- *Education Act*, S.A. 2012 c. E-0.3
- AR 6000 | Independent Students
- AR 6024 | Student Records
- AR 6091 | School Transfers
- AR 6095 | Student Transportation

- Request for Transfer | ECS to Grade 9
- High School Transfer Request