

Policy:	School Zoning, Student Registration and Transfers	PROG-311
Division:	Programs	
Cross-Reference	PROG-310 Student Records	

ADMINISTRATIVE REGULATIONS

The regional Assistant Director of Education (Programs) or designate is responsible for the monitoring and implementation of the *School Zoning, Student Registration & Transfers* Policy.

1. Eligibility for Registration/Public Notification

- 1.1 All children throughout Newfoundland and Labrador who are registering for KinderStart must be registered through the NLESD online registration system at www.nlesd.ca, beginning in the school year 2014-2015.
- a) KinderStart registration will take place throughout the District during the second week of May. Registration for students in the **Labrador, Western and Central Regions** will take place on the **second Monday and Tuesday**, and the registration for students in the **Eastern Region** will take place on **the second Wednesday and Thursday** of May, before the beginning of the KinderStart year. Registration during this time will take place online at www.nlesd.ca.
 - a) Those students reaching age four by December 31st are able to register for the KinderStart Program that begins in the same school year. (*e.g., a child turning 4 years old on October 15, 2015 can register in May 2015 for a Kinderstart Program starting in September of 2015.*)
 - b) Students registering for KinderStart are **automatically registered for Kindergarten** for the following year. (*e.g., a student registered in May 2015 for KinderStart Program starting in September 2015 is automatically registered for Kindergarten in September 2016.*)
- 1.2 The public notification of registration will occur through the District's website www.nlesd.ca and other local media where applicable.
- 1.3 All children entering the Kindergarten program must be five years of age on or before December 31st of the Kindergarten year. While students can begin school at age five, some parents/guardians may choose to keep them at home for that year. The mandatory age for commencing school attendance is six years. Children beginning school at age six will still normally enter Kindergarten.

- 1.4 Within two weeks following the online registration, parents/guardians must bring to the school proof of the student's name, date of birth, MCP number and current address. The preferred method for verifying address is a utility bill (e.g. power, cable, oil or phone bill). Other forms of proof of address may be accepted at the discretion of the school administrator.
- 1.5 For in-person registration that may occur after the online registration has closed, a parent/guardian must accompany a student to the school.
- 1.6 Parents/guardians must register their child at their zoned school for the Kindergarten English program. The NLESD will notify all parents/guardians in writing of the status of their child's registration.
- 1.7 The NLESD assigns students to Early French Immersion (EFI) based on availability of programs, numbers of students registering and parent/guardian residence. The final decision regarding placement in an EFI program is at the discretion of the District.
 - a) When requesting registration for EFI, parents/guardians should follow the online registration protocol and request registration for their child at the school zoned for their address. In the event that the zoned school does not offer EFI, a parent/guardian may request registration at the closest neighbouring school where EFI is offered. For further information on whether another local school offers EFI, parents/guardians can contact their zoned school or consult the school directory at www.nlesd.ca.
 - b) Once a parent/guardian completes an application for EFI registration for their child, they will be notified that their application has been received. Applications will be reviewed in the order of registration as determined by the date and time of submission of the NLESD student registration form. They will subsequently be notified if their child has been accepted into the requested EFI program or has been wait-listed.
- 1.8 For registration for Late French Immersion (LFI), parents/guardians should contact the zoned school the student is currently attending, for information on registration procedures.
- 1.9 Due to the multiple program locations and high registration numbers, parents/guardians in the Eastern Region are advised to go to the following link for further details on registering for French Immersion:
[Registration and Transfer Procedures – Early and Late French Immersion – Eastern Region.](#)
- 1.10 For initial enrollment to a school in the NLESD (other than for KinderStart), proof of the student's name, date of birth, MCP number, current address and, where applicable, citizenship and child custody/access, must be provided. As per 1.4, the preferred method for verifying address is a utility bill. The **311A NLESD Student Data Form** must be completed upon registration.
- 1.11 A student who is not a Canadian citizen must meet eligibility criteria to attend school in this province, in accordance with Government of Canada requirements

and Department of Education guidelines. Eligibility criteria must be verified and includes:

- a) Child of a Canadian Citizen;
- b) Child of a Permanent Resident/Landed Immigrant;
- c) Child of a lawfully admitted permanent or temporary resident; or
- d) Student authorization (i.e. study permit).

2. Students Registering from School Systems in Other Provinces/Territories or from Outside of Canada

- 2.1 The placement of students registering from other school systems outside of Newfoundland and Labrador will take into account their chronological age and placement at previous school. The final decision regarding placement in grades K-9 will be made by the District on a case by case basis. The awarding of transfer credits for the high school program is determined by the Department of Education and Early Childhood Development.
- 2.2 The **311A NLESD Student Data Form** must be completed for students registering from other systems outside of the province.
- 2.3 Upon accepting a student for school admission, the school administrator:
 - a) Shall complete a Request for Transfer of Students Records and any other relevant forms with the parent/guardian, and submit to the transferring school.
 - b) May schedule a conference with the student and parent/guardian to discuss student placement, school policies and procedures.
 - c) Shall provide the parent/guardian with the appropriate student transportation information, if applicable, for the zoned school.

3. KinderStart Program

KinderStart is a school transition program offered in the year prior to Kindergarten entry. The program consists of five to ten one-hour orientation sessions organized and promoted at the school level for children and their parents/caregivers. The sessions support children's adjustment to the school environment, and provide parents/caregivers with information on how to support their children's learning at home. (*Department of Education, Government NL*)

- 3.1 Children registered for the Kindergarten English program will attend KinderStart in their zoned school. Children for whom registration for Early French Immersion (EFI) has been confirmed by the District will normally be approved to attend KinderStart in the zoned or designated school where they will attend EFI.
- 3.2 For Kindergarten students moving into a school zone during or after the KinderStart year, parents/guardians should immediately contact the school to register their child(ren) for Kindergarten.
- 3.3 The appropriate number of KinderStart sessions will be determined by each individual school, with a minimum of five sessions scheduled per school year.

4. Student Transfers

4.1 Relocation

- a) Where the parent/guardian of a student in the English stream changes residence within a school year, s/he shall automatically be accepted for attendance in the new zoned school, upon proof of address. The preferred method for verifying address is a utility bill (e.g. power, cable, oil or phone bill). Other forms of proof of address may be accepted at the discretion of the school administrator.
- b) For French Immersion transfer requests, a student shall be automatically accepted for attendance in the English stream in the new zoned school, upon proof of address. However, placement in a French Immersion program will be dependent on space availability. The final decision regarding placement will be at the discretion of the District.
- c) If a student changes residence within a school year, the student may, subject to the provision of his/her own transportation, remain in the original school for the balance of the current school year.
- d) Unless requested by or on behalf of the student, a student in short term care (for example, placement through Child, Youth and Family Services) shall continue to attend his/her original zoned school.

4.2 Requests for Transfers for Reasons Other Than Change of Residence

- a) All student transfer requests for reasons other than change of parent/guardian residence shall be submitted to the school administrator of the school where the student hopes to transfer on form **311B The NLESD Student Transfer Request Form**.
- b) The school administrator of the requested school shall advise the school administrator of the zoned school of the request for transfer and notify him/her of the final decision.
- c) When school administrators are reviewing student transfer requests that are for reasons other than parent/guardian change of residence, they will need to consider programming, space availability and the current staffing allocation provided to the school. The staffing allocation will not be increased to accommodate students zoned to attend school elsewhere.
- d) Student transfers shall be addressed in a timely fashion and be considered by the school administrator in the order that requests have been received. The NLESD will consider such transfer requests on a case by case basis, informed by a review of a written parental/guardian request and taking into consideration the following:
 - i. Other children in the same home (e.g. siblings, foster children) who are in attendance at the school for which the transfer is being requested;
 - ii. Program availability considerations;
 - iii. Recommendation of the School Program Planning Team (i.e., recommended through IEP/ISSP);

- iv. Other reasons deemed acceptable by the school administrator (e.g., family member lives within catchment area of school and provides regular child care for parent/guardian).
- 4.3 When a parent/guardian requests a student transfer to a French Immersion program for reasons other than change of residence, the NLESD will consider the requests in the order of date and time that the transfer request is received at the school. The review of the transfer request will take into account space availability and the final decision regarding transfer will be at the discretion of the District. Transfer requests for a French Immersion program that are received prior to the start of a school year may not be addressed until September, when programming numbers are confirmed.
- 4.4 Prior to accepting a student who is eligible for busing or alternate transportation, and who is requesting a transfer for reasons other than change of residence, the school administrator shall inform the parent/guardian in writing as to whether busing will be available and/or that alternate transportation is not approved for students outside their zoned school.
- 4.5 Due to the multiple program locations and high registration numbers, parents/guardians in the Eastern Region are advised to go to the following link for further details on transferring to a French Immersion program:
[Registration and Transfer Procedures – Early and Late French Immersion – Eastern Region.](#)
- 4.6 Transfer Documentation
 - a) When a student transfers from one NLESD school to another, the **311A Student Data Form** should be updated at the NLESD school where the student transfers.
 - b) School administrators are required to maintain documentation of student transfer requests, to be available for the review of the Director of Education or designate upon request. This documentation shall include the *Student Transfer Request Forms*, dates received and rationales for acceptance or rejection of requests. All transfer applications must be signed by the school administrator.
 - c) A copy of the transfer form with decision (approved, denied) must be sent to the Senior Education Officer (SEO) of the requested school. The school administrator should consult with the SEO prior to making a final decision.

5. Appeals

Parents/guardians wishing to appeal a student registration or transfer decision must follow the [NLESD Student Appeals](#) process.