

Administrative Procedures Manual	Administrative Procedure 307
	Out-of-Division Student Placement
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: November 2020, September 2019
LEGAL REFERENCE:	Section 4, 11, 52, 53, 59, 197, 222 Education Act

Background

Each student has the right to receive an educational program that is relevant and related to his/her ability to learn and the right to receive instruction that will prepare him/her to be a productive member of society.

In unique circumstances, when necessary, the Division will provide service fees, lodging costs and transportation for certain students to attend schools/programs in other jurisdictions.

Procedures

1. A request for out-of-Division student placement shall be made by the parent or guardian to the Director of Student Supports.
2. Each case will be considered by an ad hoc committee consisting of:
 - 2.1 The Principal of the school the student would normally attend;
 - 2.2 The Director of Student Supports; and
 - 2.3 The Secretary-Treasurer.
3. The following criteria will be used by the ad hoc committee in making a decision:
 - 3.1 Evidence that an appropriate program to meet the learning needs of the student cannot be provided within the Division.
 - 3.2 Evidence that the program in another jurisdiction will meet the learning needs of the student.
 - 3.3 Financial implications.
4. In all cases, approval by the Director of Student Supports must be granted prior to enrolment with another jurisdiction if financial support is to be considered.
5. Out-of-Division placements shall be reviewed and approved on an annual basis.
 - 5.1 Programming and placement decisions for the subsequent school year for a student placed out-of-Division shall be communicated to parents by the Director of Student Supports or designate no later than May 31.
6. For students whose attendance in an out-of-Division program is approved, the Division shall pay an amount equal to the net average local cost of operating the program in which the student is enrolled.

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7. For all students whose attendance in another jurisdiction is approved, costs of transportation and lodging may be paid, the amount equalling actual costs or applicable school grants, whichever is the lesser.
8. Processing of claim forms and payments of approved funds shall be the responsibility of the Secretary-Treasurer.
9. The decision of the ad hoc committee may be appealed to the Board.