

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 220.1</b>
	<b>Enrolment in a School or Program of Choice</b>
Page 1 of 3	APPROVED: September 2025
	AMENDED/REVIEWED:
LEGAL REFERENCE:	Education Act: Preamble, 4, 4.1, 6.7, 10, 37, 222 Guide to Education ECS to Grade 12

## Background

The vast majority of students will attend and receive educational programming through the school that is designated to their neighborhood. Where possible, the availability of choice in education is provided for, by the Education Act within the Province of Alberta. *Administrative Procedure 220.1– Enrollment in a School or Program of Choice* provides guidance for the application and enrollment, when possible, at a school, or within a program, that is not the student’s designated school or program.

## Definition

Attendance Area Boundary: a geographic area that defines the student population for which each school is responsible, and as per s. 10(1) of the *Education Act*. This area is defined by the School Division and is subject to change as [per Admin Procedure 305 – School Attendance Areas](#) and as per s. 10(1) of the *Education Act*.

Boundary Student: shall refer to a student that is attending the attendance area boundary school, as determined by that student’s residence within the boundary catchment area.

Program-of-choice: An optional program within a school with a specific focus on unique programming. Examples in the Grande Prairie Public School Division would include French Immersion Grades 9-12, the Academy, International Baccalaureate, Senior High Trades, STEM, Music Grades 5-8, etc.

Resident Student: subject to section 4 of the *Education Act*, a student is a resident student of the board of the school division in which the student’s parent resides. All students who attend schools or programs and who are not resident students shall be defined as “non-resident students.”

School-of-choice: shall refer to any Grande Prairie Public School Division school that is not the student’s designated school. As per s. 10(2) of the *Education Act*, a board shall enroll a resident student of the board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enroll the student, there are sufficient resources and facilities available. Examples in the Grande Prairie Public School Division would include French Immersion PK-8, Montessori, and Grande Prairie Christian.

## Procedures

1. For the purpose of this Administrative Procedure, any defined rights and responsibilities attributed to a Parent shall be understood to be attributed to any Independent Student.
2. Every resident student shall have a designated school within the Division based on attendance area boundary.

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3. Schools shall have programming in place that can appropriately and adequately attend to student needs while adhering to resource stewardship; therefore
  - 3.1 Perceived variance in core program offering shall not be deemed to be a valid rationale for school-of-choice.
4. A resident student may enroll in a school-of-choice if, in the opinion of the Superintendent, there are sufficient resources and facilities available to accommodate the student (as per the *Education Act*, s. 10(2)).
5. With respect to all matters of registration in a program-of-choice, a boundary student shall be given enrollment priority over a program-of-choice student.
6. Parents seeking a school/program-of-choice for their child or children shall complete the application form.
7. A school/program-of-choice request, for the following year, shall be made prior to the last school day of June of the current year.
  - 7.1 A school/program-of-choice request, for a resident student, received prior to the last school day of June, shall receive a response no later than five operational days prior to the first school day for students, given that resident students have precedence for registration.
8. A school/program-of-choice response, by school administration, shall indicate that the student is either successfully enrolled for the following school year as a school/program-of-choice student, or the response shall indicate that enrollment is not possible, as per s. 10 of the *Education Act*.
9. For clarity, successful school/program-of-choice registration shall exist for one calendar year;
  - 9.1 School/program-of-choice students shall be informed of the necessity to re-apply, whether or not reapplication is deemed necessary, no later than the last day of April of the current year.
10. Each school needs to first determine that it has the facility and resources available to provide an education program to the boundary students within the school's defined attendance area. Potential growth rates for boundary students shall, by necessity, be included in the consideration of available facility and resources.
11. Schools that are not declared closed for school/program-of-choice, or that have specific grades that are not declared full for school/program-of-choice, may proceed to review school/program-of-choice application requests.
12. Each program-of-choice request shall be considered independently; therefore, no special consideration or provision shall be made for siblings.
13. Availability of registration, acceptance, and continued enrolment into a program-of-choice may be limited or revoked, based on the following factors:

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- 13.1 Demonstrated adherence to applicable Codes of Conduct, including the student's demonstrated historical record of behaviour;
- 13.2 Demonstrated student attendance and commitment to education; and
- 13.3 Demonstrated engagement with the expectations of the program-of-choice;
- 14. A fee structure may be applied to cover unfunded costs related to schools/programs-of-choice; and the fee structure shall be made available, online, for review, prior to registration deadlines.
  - 14.1 Full payment of associated fees is required for ongoing enrollment.
- 15. Transportation to a non-attendance area boundary school may not exist and, therefore, shall never be guaranteed when considering school/program-of-choice registration.
  - 15.1 When applying for a school/program-of-choice, the parent shall acknowledge full responsibility for transporting the school/program-of-choice student.

## Appeals

- 16. Parents may appeal a school administration decision to refuse school/program-of-choice registration. Appeals shall follow [Administrative Procedure 395 – Resolving School Level Complaints](#)