



OUT OF BOUNDARY REQUEST(ELEMENTARY)

Student's Name: _____

(Please print clearly)

Birth Date: ____/____/____ Current Grade/Program: _____

Address: _____

Parent/Guardian:

Mother: _____ Home Telephone: _____

Work Telephone: _____

Father: _____ Home Telephone: _____

Work Telephone: _____

Home School: _____

Present School: _____

School Requested: _____

Understandings:

1. Each school's responsibility and priority is to serve those students residing within that school's boundary, as established by the Waterloo Region District School Board. It is the Board's policy that students will attend their home schools.
2. Available space in schools and individual classrooms can vary from year to year. Requests to attend a school other than the home school may only be considered if space is available and there is no additional staffing, transportation, or facility costs to the Board.
3. Schools are required to adhere to Ministry of Education cap sizes. Requests will not be granted if doing so causes a class to pierce the cap size.
4. Requests submitted for the next school year may not be considered/confirmed until September.
5. An approved Out of Boundary requests lasts for one year only. (i.e. families must reapply each year).
6. Mid-year requests may be approved for the balance of the current school year only, subject to the agreement of the schools' principals.
7. School principals will seriously consider the needs of the individual student and particular circumstances.
8. To meet their academic needs, some students require specialized facilities or programs, such as French Immersion or Special Education classes which are offered in selected schools.

- 9. Requests based on medical reasons must be supported with documentation from an appropriate source (i.e. physician, professional counselor).
- 10. Siblings of French Immersion students may attend the elementary school offering French Immersion.
- 11. In most cases, transportation will not be provided, except in situations where the student's day care provider resides in the eligible transportation boundary.
- 12. Students must meet expectations for attendance, punctuality and behavior.
- 13. If an Out of Boundary request is granted, parents will be required to sign the form titled "Out of Boundary Acknowledgement Letter".

Reasons for Request:

Date: _____ Signature: _____

Please attach supporting documentation, if applicable, and return to your home school principal.