



STUDENT SERVICES 18 – Student Placement

Date: Jan. 26, 2011

Revised: Nov. 23, 2016

Responsible Administrator: Director,
Learning Support

1.0 RATIONALE

Decisions regarding placement within the school and within the Division shall involve school administration and/or the Director, Learning Support, parents and students, when appropriate, and shall consider:

- 1.1 educational needs of the student;
- 1.2 programming options and resources available, and
- 1.3 student and parent preferences.

2.0 PROCESS

The Director, Learning Support is delegated the responsibility of maintaining this Administrative Practice.

3.0 GUIDELINES

- 3.1 If parents request an alternative placement in the school, the principal shall, where appropriate for the student's educational program, assist them to find a suitable alternative within the school.
- 3.2 If parents request an alternative placement in the Division, the Director, Learning Support shall, where appropriate for the student's education program, assist them to find a suitable alternative within the Division.
- 3.3 If the principal is considering a change of placement for a student which involves a change of program, the principal shall ensure that:
 - 3.3.1 discussions are held with parents, teacher(s) and student where appropriate, regarding the rationale for the change and the placement options which are available, prior to making a decision;

References:	Board Policy(s):	G/I/2 – Out of System Placement of Resident Students G/I/5 – Student Placement
	Admin Practice(s):	SS 13 - Out of System Placement of Resident Students
	School Act	Section 44, 47, 124
		Sturgeon School Division Fee Schedule for Regular and Non Resident Students



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- 3.4 If the principal is considering a change of placement for a student which involves a change of school, the principal, in partnership with the Director, Learning Support, shall ensure that:
- 3.4.1 discussions are held with parents, and student where appropriate, regarding the rationale for the change and the placement options which are available, prior to making a decision.
- 3.5 Relevant educational, psychological and medical documentation shall be used in a determination of the educational needs of the student.
- 3.6 The Director, Learning Support, in partnership with the principal, shall locate an alternative placement if the student cannot be provided with programming in the school, and shall provide the student with access to education while placement alternatives are being considered.
- 3.7 If the Division does not offer programming which the Division deems necessary to meet a student's learning requirements, the Division shall sponsor the student in an out-of-division placement.
- 3.8 Prior to a decision for out-of-division placement, there shall be a review of:
- 3.8.1 the student's educational needs, and
- 3.8.2 placement options available in the Division.
- 3.9 The Director, Learning Support shall be responsible for approving an out-of-division placement, which involves responsibility by Sturgeon School Division. Requests for out-of-division placements initiated by the parent shall be directed, in writing, to the Director, Learning Support.
- 3.9.1 Out-of-division placements shall be reviewed and approved on an annual basis.
- 3.9.2 Where a requested out-of-division placement is not approved, the Director, Learning Support shall direct the student to a placement in a Division school, and advise the parents of appeal procedures.

References: Board Policy(s): G/I/2 – Out of System Placement of Resident Students
G/I/5 – Student Placement
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Non-Resident Students

- 3.9.3 Non-resident students seeking admission to Division schools shall complete a Division Registration Form to establish legal name, age, and citizenship.
- 3.9.4 Non-resident students will be accepted into Division schools provided the resources and space to serve student needs are available at the school level. Transportation remains the responsibility of the parent or guardian.
- 3.9.5 For students who require additional services beyond the resources provided through Alberta Education funding, tuition fees shall be charged to the sending school jurisdiction on a cost recovery basis.
- 3.9.6 Principals shall ensure that resident status is established at the time of enrolment of all students.
- 3.9.7 Principals shall ensure that appropriate assessments are available prior to admission at the school level.
- 3.9.8 Principals shall ensure tuition fees are covered by a sponsorship letter or that suitable arrangements have been made for payment before students in the following categories can be admitted to Division schools:
- 3.9.8.1 students over the age of 19 as of September 1 in that school year;
- 3.9.8.2 unfunded students;
- 3.9.8.3 students sponsored by Indigenous and Northern Affairs Canada (INAC);
- 3.9.8.4 students whose parents or legal guardians reside outside of Division boundaries.
- 3.9.9 Parents of students or independent students subject to a tuition fee shall obtain a letter of sponsorship for fees from the school jurisdiction or government agency responsible.

References:	Board Policy(s):	G/I/2 – Out of System Placement of Resident Students G/I/5 – Student Placement
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- 3.9.10 If the Division is unable to program to meet the needs of the student, then responsibility for programming falls to the sending school jurisdiction.
- 3.9.11 If a non-resident student's residency status changes to resident while in attendance at a Division school, the changes shall be recorded in the student record and tuition fees shall be refunded on a pro-rated basis.
- 3.9.12 Students, who turn 19 on or prior to September 1st, and are eligible for funding under the School Act shall be served in our high schools when:
- 3.9.12.1 Resources (programs, classes and necessary supports) are available.
- 3.9.12.2 The team of student, parent/guardian, School Administration and Student Service representative determine that a school placement is appropriate for the student turning 20 during the school year.
- 3.9.13 The final decision regarding placement rests with the Director, Learning Support.
- 3.9.14 If parents refuse to comply, a report will be filed with the Attendance Board for non-attendance.

References: Board Policy(s): G/I/2 – Out of System Placement of Resident Students
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