

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>Cross Boundary School Application</b>	<b>300-2</b>

## Purpose

To establish the application procedure and approval process for students to attend an elementary school, a program of choice school, or a middle school that is outside of the student’s residential catchment area.

## Procedures

### 1. Application Process

- a. For students that are not attending a cross boundary school in the current year, parents must submit an application for a student to attend an elementary school, a program of choice school, or a middle school outside of their catchment area on the **Cross Boundary Application Form**. The forms must be submitted to their catchment school. The application will be considered for the current and the following school year.
- b. Students attending a cross boundary school in the current year will receive a cross boundary renewal form in February. The form must be completed and returned to their current school **by March 31**. The application will be considered for the following year.
- c. Mission elementary grade six students will receive a notice of their middle school catchment in December. For the student to attend the other middle school, parents must submit a **Cross Boundary Application Form** to their current elementary school **by March 31**. The application will be considered for the following year.

### 2. Approval Process

- a. The cross boundary enrolment approvals will be based on the available space and the prioritization outlined in the general guidelines of the *Catchment Area, Cross Boundary, Schools of Choice, and Programs of Choice Policy*, and further prioritized by the date the application or renewal notice was received.
- b. If at June 15, the cross boundary school enrolment projection for September is 90% or more of the schools’ maximum enrolment, the cross boundary application decisions will be made by the Friday of the first week in September.
- c. If at June 15, the cross boundary school enrolment projection for September is less than 90% of the schools’ maximum enrolment, the cross boundary application decisions may be confirmed in June.

**Date of Original Superintendent Approval:**

**Date Amended:**

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[Cross Boundary Application Form](#)  
[Student Registration Procedure](#)  
[K – 12 Student Registration Form](#)*