



PRSD supports “School of Choice” within the parameters identified by [The Public Schools Act](#) (Section 58) and PRSD administrative procedures. Parents/ guardians may choose to request that their children attend a school other than their designated school, as per Manitoba Education and Training guidelines.

“School of Choice” is family-driven process. The family chooses, within limits, the public school that is best suited to the student’s learning opportunities.

“School of Choice” requests will be administered as follows:

1. School catchment boundaries will be used to determine a student's designated school. Students will attend the designated school assigned to the address of their residence.
2. A parent/guardian wishing to enroll a student at a school other than the designated school will submit a completed [“School of Choice” application form](#) no later than May 15th for the upcoming school year. Applications received after May 15th will be considered on an individual basis, only after all other requests have been met.
3. The “School of Choice” application must be completed and processed at the designated school accompanied with the designated school registration form. Students over 18 years of age or older applying for school of choice will follow the same process.
4. All “School of Choice” applications must be approved by both the Principal and Superintendent/CEO.
5. “School of Choice” applications will be considered for acceptance by both the Principal and Superintendent/CEO when:
 - a. All students living within the designated school catchment area have been accommodated;
 - b. The school and/or class staffing allocation can accommodate, without additional professional and support staff requirements, additional students;
 - c. The school has the capability of providing appropriate supports and programming for the student. The Director of Student Services will be consulted regarding “School of Choice” applications for students with special needs.
6. Students who do not reside within the school catchment area will be considered for acceptance under schools of choice based on these factors, which are listed in priority order:
 - a. Parent/guardian is a resident in PRSD;
 - b. The student was enrolled in the school of choice the previous school year and has moved during the year;
 - c. The student has a sibling attending the school of choice;
 - d. If all other factors are equal, the date and time of the receipt of the application by school personnel;
 - e. Notwithstanding the above, in cases when the division determines that the enrollment of the student would be detrimental to order, discipline and well-being of the students in the school, the application will be denied as outlined in The Public Schools Act, Section 58.4 (1)(e).
7. “School of Choice” applications will be processed on an individual student basis. Once a “School of Choice” application has been given final approval, it will remain in effect only at the school to which the student has



been admitted and only until the student completes the highest grade level at the school into which he/she has been admitted.

8. Students who reside in the designated catchment area of a given school will be given first priority for placement. Where the resulting class size at the school is deemed to be full based on the educational needs of the students enrolled, transfers into the given class will not be considered.
9. Upon approval of the schools of choice request by the Superintendent/CEO, the school of choice will notify the designated school of the decision and the resulting change in enrollment for the designated school.
10. Student transfers between divisional schools during the course of a school year or semester will be considered only in exceptional circumstances and in consultation between the principal and Superintendent/CEO.
11. Students accepted at a school under the provision of schools of choice will not be eligible for any divisional transportation services outside of approved bus routes, nor will they be provided transportation allowances or subsidies in any form.
12. The principal will notify the parent of the status of the “School of Choice” application by letter no later than June 30th. Application status reported to parents will be one of the following:
 - a. The application is approved;
 - b. The student's name is placed on a wait list as per parental request with a final decision to be determined by September 20th;
 - c. The application is denied.
13. Copies of the letter outlining the status of the “School of Choice” application will be sent to the designated school, the Secretary-Treasurer department, and a copy kept by the principal.
14. A student's acceptance under the provisions of schools of choice may be rescinded in the event a parent/legal guardian has misrepresented the needs of their child by providing misinformation and/or a failure to disclose information.
15. Parents/guardians and or students 18 years of age and over may appeal the decision of the Superintendent/CEO to the Board of Trustees.