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HANDBOOK

FOR

HIGH SCHOOL REGISTRATIONS

[In light of changing student enrolment numbers, this document will be reviewed every three years as determined by the District Education Council, particularly with respect to student enrolment caps.]

Revised: January 2009

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REGISTRATION PROCESS

Enrolment Caps [Maximum Student Enrolment For Entering Grade 9 classes]:

In order to ensure that each high school in District 8 is able to offer a full range of programming, caps have been established for the incoming grade 9 classes.

Enrolment caps covering the period 2007 – 2009 will be as follows:

<u>Year:</u>	<u>Eligible New Grade 9 Students:</u>	<u>Enrolment Cap:</u>
2007	1057	286
2008	1026	275
2009	977	259

Choice of Community School:

Community schools are considered to be:

- Simonds High School: east of the Causeway
- St. Malachy's Memorial High School: all area between the Causeway and the Reversing Falls Bridge
- Saint John High School: all area between the Causeway and the Reversing Falls Bridge
- Harbour View High School: west of the Reversing Falls Bridge

The registration form includes a Section A and a Section B. Students will complete only one section during the registration process. Section A is completed by students registering for their community school. Section B is completed by students registering for a high school out of the zone of their community school. (See Pages 16,17,18)

FIRST REGISTRATION:

- a) **All grade 8 students will submit their registration forms by the deadline established by the Learning Specialist for High School Education.**
- b) **Any student identified as not having registered for high school by the deadline will be contacted through the high school Learning Specialist and treated as a late registration.**
- c) **Registration Forms will be processed according to the high school requested.**
- d) **Registration Forms then will be processed according to Section A completion versus Section B completion.**
- e) **The following procedure will be followed for each high school.**

STUDENTS COMPLETING SECTION “A” BY THE DEADLINE

If the number of students who complete Section A on the Registration Form for a given high school **does not** exceed the number of available grade 9 spaces for that school, then all of the students who completed Section A will be placed in that high school.

If the number of students who complete Section A on the Registration Form for a given high school **does** exceed the maximum number of available grade 9 spaces for the school, then **ALL** of those students that completed Section A will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of places for that school is reached.

The draw will establish a waiting list for that school, with the first name drawn being the first name on the waiting list.

The draw will take place at the School District 8 Office. The Director of Education, the learning specialist for high school education, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

Students who have been placed on a waiting list will be notified and must participate in a second registration process. (See page 5)

STUDENTS COMPLETING SECTION “B” BY THE DEADLINE

If a particular high school still has **not** reached its maximum enrolment number after all students from its drawing area (ref. Section A) have been admitted, then students who have chosen the high school in Section B of the Registration Form will fill the remaining spaces using the following procedure.

If the total number of students who have completed Section B of the High School Registration Form **DOES NOT** exceed the total remaining available grade 9 spaces, as allowed by the cap, then all students who have completed Section B for that high school will be admitted.

If the total number of students who have completed Section B **DOES** exceed the total number of remaining available grade 9 spaces, then **ALL** of the Section B registrants for that school will be placed in a random draw-down [names drawn, counting down], which will continue until the maximum number of spaces for that school is reached.

The draw will establish a waiting list for that high school, with the first name drawn being the first name on the waiting list.

The draw will take place at the School District 8 Office. The Director of Education, the learning specialist for high school education, high school principals, and representatives of the Parent School Support Committees would be invited to be present.

Students who are not placed under this procedure, they will be notified and a second registration will occur as described below.

SECOND REGISTRATION:

All students who have not been placed as a result of the first registration process will take part in a second registration process.

A Registration Form indicating the schools that have space at the grade 9 level will be used. The format will be the same as the first registration. The form will have Sections A and B so that a student may choose their area school, if space is still available.

The process would be repeated, as outlined, in the section 'First Registration'.

LATE REGISTRANTS:

Students who fail to register by the established deadline will be contacted by District Office personnel to determine their school choice.

If the student chooses their community school, and there is space available, he/she will be assigned to that school.

If late registrants cause a school to be oversubscribed at the grade 9 level, the draw-down will include only the late registrants.

If the school chosen is filled at the grade 9 level at the time of the registration, the late registrant will take part in the second registration.

Late registrants will be placed at the end of any waiting list in any draw-down procedure.

RETENTIONS:

A current high school student retained at a particular grade level will be given a space at that school before a student on a waiting list is admitted to the school.

CREATING AND ADMINISTERING A WAITING LIST:

PLEASE NOTE:

Program of Study refers to the English program or French Immersion program of study.

Eligible Student refers to a student registered in the same program of study as a transferring student.

If a wait list is established for any of the high schools, that list will be administered at the School District 8 Office by the learning specialist for high school education and the Director of Education.

Students who have completed Section A of the High School Registration Form are placed first in their respective community schools. If the number of students who have

completed Section B of the Registration Form **DOES** exceed the number of remaining available grade 9 spaces at any one school, then ALL Section B registrants for that school will be used in a random drawn-down [names drawn, counting down], which will continue until the maximum number of grade 9 spaces for that school is reached.

The draw will establish a waiting list for that school, with the first name drawn being the first name on the waiting list.

The draw will take place at the School District 8 Office. The Director of Education, the learning specialist for high school education, high school principals, and representatives of the Parent School Support Committees will be invited to be present.

It should be noted that no student can, or will, be admitted to grade 9 as long as there is a waiting list for that school. **The one exception will be students moving into the drawing area of that school after the commencement of school and only where there is space available.**

Once a high school has a waiting list, office personnel will contact the next eligible person on the waiting list to offer grade 9 placement as spaces become available. If the person contacted accepts the offer, then the space is considered to be filled. If the person declines the offer, then the next eligible person on the waiting list will be contacted. This process will be followed until all students on the waiting list have been contacted and offered the option of attending the school. This process may be completed before school commences in September but, if not; the list will be maintained during the school year until all students on the waiting list have been contacted as spaces become available.

If, after the beginning of the school year, a student from the over-subscribed school transfers to another District 8 school, the next student admitted to the over-subscribed school will be the next eligible student on the waiting list

PLEASE NOTE:

As of 2007 no students will be admitted through the “maximizing of classes” as had been the practice previously. The process defined above, for administering any wait list will be adhered to and students from the wait list will only be admitted when a “new” grade 9 student leaves the over subscribed school.

**INTERNATIONAL BACCALAUREATE PROGRAM,
SAINT JOHN HIGH SCHOOL [NON DISTRICT 8**

STUDENTS:[Note: In general, the International Baccalaureate Program (IB) is considered to be academically rigorous. As such, it is recommended that students considering the IB option should attain an overall average of 75% or better on school based assessments.]

Non District 8 students will register for a high school in the school district in which they reside.

The student will complete an Inter District Transfer Form at the time they register for grade 9 in their school district.

The Inter District Transfer Form is submitted to the Director of Education of the school district where the student resides. This Director of Education signs the form and submits it to the District 8 Director of Education.

At the established date for receipt of high school registrations for School District 8, the District 8 Director of Education will compile all the Inter District Transfer requests. A draw will take place to establish a list to be used to determine the order in which students from outside the District 8 boundaries requesting entrance to Saint John High School for the IB Program will be admitted.

The order in which the students' names are drawn and placed on the list is the order in which students will be admitted.

Subsequent Inter District Transfer requests, and requests from District 8 students to attend Saint John High school, if any, will be added to the end of the list in the order they are received.

At the end of the school year, once District 8 student registrations and placements are complete, and all District 8 students who have registered for Saint John High School have been placed, students from outside District 8 boundaries will be notified of placement and/or the status of their Inter District Transfer request. Notification will be made earlier should openings be available after the placement of District 8 students.

Depending on the number of Inter District Transfer requests in a given year, and the number of available grade 9 spaces at Saint John High School after District 8 students have been placed, there might be a need to place some such requests on a waiting list. As spaces become available, any students remaining on the waiting list will be admitted. It is the intent that all students will be notified of the status of their request by the conclusion of the Summer School session.

The process described above was implemented in the Spring of 2001 as determined by a Committee comprised of representatives of School Districts 6 and 8, as follows:

**Terry McInerney, Superintendent, School Districts 6 & 8;
 Beverly MacDonald, Director of Education, District 8
 Clary Wilbur, Acting Director of Education, District 6
 Susan Tipper, Principal, Saint John High School, District 08
 Bob Munro, Principal, Kennebecasis Valley High School, District 6
 Paul McGraw, Chair, District Parent Advisory Council, District 8
 Don Beyea, District Parent Advisory Council, District 8
 Cathy Morrison, Chair, District Parent Advisory Council, District 6
 Joan Stratton, District Parent Advisory Council, District 6**

Students from outside District 8 entering the International Baccalaureate Program may remain at Saint John High School, if they withdraw from the Program. It was agreed by the Committee that placement on the list is equally open to all students.

PLACEMENT OF STUDENTS NOT CURRENTLY ATTENDING DISTRICT 8 SCHOOLS [RESIDENT AND NON RESIDENT]:

➤ **LIVING INSIDE SCHOOL DISTRICT 8 BOUNDARIES**

Students whose permanent home address is **within** the physical boundaries of School District 8, but who are not attending a middle school in District 8

Students fitting this definition will be registered for high school following the process as defined for District 8 students. The community school for any of these students will be defined by their permanent home address as is the case for students currently attending District 8 middle schools.

It is the responsibility of the student and/or their parent/guardian to ensure that registration forms are obtained, completed and submitted to the District 8 Office in accordance with established deadlines.

All registrations will be dealt with according to the published time frames.

NOTE: If a student is being **home schooled** or is attending a **private school**, he/she must also complete a **School Entry Permit**. Such forms are available at the District 8 Office.

➤ **LIVING OUTSIDE SCHOOL DISTRICT 8 BOUNDARIES**

This section applies to students whose permanent home address is outside the physical boundaries of School District 8.

This applies to students who are requesting placement in a District 8 high school with the exception of those applying for the International Baccalaureate Program at Saint John High School. The process for those students is outlined on pages 6 & 7. (International Baccalaureate Program, Saint John High School -NON DISTRICT 8 STUDENTS)

Students are to enroll at a high school in their own school district.

Students are to complete an Inter-District Transfer Request Form. Such forms are available at all schools, or through the District 8 Office. The completed form is forwarded to the Director of Education from the school district where the student resides. The request is reviewed and forwarded to the District 8 Director of Education and is accepted for processing if:

- a) there is a sound reason for the request; and
- b) there is space available in the specified school after the placement of all District 8 students.

The request form is retained at the District 8 Office, and a copy is sent to the school specified on the form. The status of the request will be communicated by the end of April.

INFORMATION ON THE PROCESS FOR SCHOOL ADMINISTRATORS/TEACHERS

A copy of the Handbook for High School Registrations must be located in each middle and high school in the District. A copy of the Handbook for High School Registration is available on the District 8 website: www.district8.nbed.nb.ca

Each grade 8 and grade 9 teacher, guidance counsellor, and teacher who deals with high school registrations must be aware of the process and the information contained in the handbook.

Notice to Parents /Guardians /Students

In February, an information sheet on the high school registration process will be sent home with students.

This will include information on distribution and deadline dates for the registration forms. It will also notify parents/students that middle schools and high schools have handbooks available should they have questions regarding the process, that it is accessible through the district website.

Open Houses

Open Houses at high schools will run from 6:30 p.m. to 8:30 p.m. It is important to **adhere to this timeframe**, as the District will publish the information in the newspaper. As well, parents and middle schools will be provided with the information, so consistency is essential.

A blackout period for high schools has been established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process. The date for the blackout period will be determined each year in consultation with high school principals.

While everyone is welcome to attend any Open House, students and parents must be aware that each high school in District 8 does have an enrolment cap (i.e. the maximum number of students that will be accepted for grade 9 each year).

School administrators will ensure that there is a reference to **enrolment caps** for their school at the Open House information session. Parents and students must be aware that there is an enrolment cap for each school, and that school choice is linked to the cap not being exceeded.

Students are encouraged to attend the Open House for their community school as identified in the letter sent to the home with the registration information. If they wish to be considered for a school other than their community school, they may also attend the Open House for that school.

Submission of Completed Registration Forms

Middle school principals are responsible for collecting the Registration Forms from the homeroom teachers, and for ensuring that the completed forms are delivered to the Learning Specialist for High School Education at the District 8 Office on the date specified.

A copy of the grade 8 class lists including the student name, parent/guardian name, mailing address, and telephone number must accompany the completed Registration Forms.

Missing Registration Forms should be indicated on the class lists.

Registration Forms are to be maintained in alphabetical order by class. They are not to be separated according to high school chosen.

Second Registration Process

Should a second registration be needed for any high school, a list of the students involved will be forwarded to the appropriate middle school so that it may monitor the second registration process.

Student Retention / Changes in Status

In June, middle schools will report to the high school Learning Specialist, the names of all grade 8 retentions, grade 8 students attending Summer School as well as students moving out of the District.

DATES AND DEADLINES FOR SEPTEMBER 2009 REGISTRATION

February 6, 2009 High School Registration Forms will be distributed to grade 8 students by their homeroom teacher.

February 27, 2009(Noon) Deadline for completed registration forms to be returned to the student's homeroom teacher.

Middle school **homeroom teachers** ensure that:

- Registration Forms are signed by parent/guardian;
- Registration Forms are dated, with time noted, and initialed by them;
- contact is made with the parent/guardian, if forms are not returned; and
- if both Sections A and B are completed, verify the choice with the student and parent/guardian, and indicate the correct choice on the form.

Middle school **principals** ensure that:

- forms are collected from the homeroom teachers;
- the forms are delivered to the Learning Specialist for High School Education at the District Office.

April** [3rd week] District Office personnel will notify students by mail to their home address as to their grade 9 placement and/or placement on a wait list.

April [end of or later, if there is a need for a second registration process for some District 8 students]
Status letters will be mailed to those students making Inter District Transfer requests, and to those requesting placement at Saint John High School for the IB Program once the District 8 registration is complete.

Should a second registration be needed for any high school, a list of the students involved in the process will be forwarded to the appropriate middle school so that they may monitor the process.

****All letters will be addressed to parents/guardians, not students****

****Early registrations WILL NOT be accepted at the District Office****

****Once registrations are received at the District Office, if any school is oversubscribed, a draw will be held and a wait list for that school will be established. The draw process is explained above****

APPENDICES

SCHOOL DISTRICT 8

HIGH SCHOOL REGISTRATION INFORMATION FOR STUDENTS AND PARENTS

For Grade 8 Students to Enter September 2009

OPEN HOUSES:

February 09, 2009	Simonds High School
February 09, 2009	Harbour View High School
February 10, 2009	Saint John High School
February 11, 2009	Saint Malachy's Memorial High School
February 12, 2008	Snow Date

****ALL SESSIONS ARE FROM 6:30pm TO 8:30pm****

.....

- While everyone is welcome to attend any open house, students and parents must be aware that each high school in District 8 does have a 'Cap', maximum number of students, who will be accepted for entering Grade 9 each year. Students are encouraged to attend the open house for their community school, as identified in the letter sent with this information, but if they wish to be considered for a school other than their community school they may also wish to attend the open house for that school.
- Community schools are considered to be:
 - Simonds High School: east of the Causeway
 - St. Malachy's Memorial High School: all area between the Causeway and the Reversing Falls Bridge
 - Saint John High School: all area between the Causeway and the Reversing Falls Bridge
 - Harbour View High School: west of the Reversing Falls Bridge
- The enrolment caps for 2007-2009 are:

<u>Year:</u>	<u>Eligible New Grade 9 Students:</u>	<u>Enrolment Cap:</u>
2007	1057	286
2008	1026	275
2009	977	259

- The entire process for high school registration can be found in the High School Registration Handbook. Copies of the handbook are placed in each of the middle schools and high schools if parents or students have any questions about how the process works. The handbook can also be accessed through the District 8 website at www.district8.nbed.nb.ca.
- Registration forms will go to Grade 8 students on Friday, February 6, 2009. Grade 8 homeroom teachers will pass out forms.

Completed registration forms must be returned to homeroom teachers no later than 12:00 noon Friday, February 27, 2009. (IMPORTANT: The homeroom teacher must collect the completed registration forms from all students. All forms must be signed by a parent/guardian. When the teacher receives each form, it must be dated, the time of day noted, and the form initialed by the homeroom teacher. Parents must be contacted, if necessary, to ensure that all forms are received back.)

NOTE: If a form is returned with both Sections (A) and (B) completed, the homeroom teacher will verify the choice with the student and parent/guardian, and will indicate the correct choice on the form.

- Middle School Principals are responsible to collect the forms from the homeroom teachers and see that the completed forms are delivered to the High School Learning Specialist at the District 8 office on Friday, February 27, 2009, after the 12:00 noon deadline has expired.
- No early registrations will be accepted at the District Office.
- Once registrations are received at the school district office if any school is oversubscribed a draw will be held and a waiting list for that school will be created. (Information about the Draw process is found in the High School Registration Handbook.)
- Notification will be made by mail as to their placement and/or placement on a waiting list. Placement letters will be mailed to students' homes by the third week of April directly from the District 8 Office.
- A second registration process will be held if need be.
- Status letters will be mailed to those making inter-district transfer requests and those requesting placement at Saint John High School for the IB program once the District 8 registration is complete. That would be following the third week of April, or later, should there be need of a second registration process for some District 8 students.

Should a second registration be needed for any high school(s), a list of the students involved in the process will be forwarded to the appropriate middle school(s) so that they may monitor the second registration process.

To: All High School Principals

From: Bev. MacDonald
Director of Education

cc. Susan Tipper, Superintendent
Debbie Thomas, Learning Specialist of Secondary Education

Date: February 6, 2006

Re: Guidelines for High Schools Hosting of Events for Middle School Students.

(REVISED: December 7, 2004)

(REVISED: September, 2006)

.....

At the October 2001 meeting of high school Principals it was agreed that a blackout period would be established for events being organized and/or sponsored by high schools which would have middle school students as the target audience, prior to the open houses associated with the high school registration process.

The blackout dates will be established each school year based upon the dates of the Open Houses for high schools in District 8. It was agreed that from the first day of classes, following Christmas break, to the closing date for high school registrations, that no events would be organized and/or sponsored by high schools involving the participation of any middle school students.

It was further agreed that Open Houses would be established in the month of February so that the 3 week blackout period preceding open houses would span the period following Christmas Break when, for the most part, exam preparation and writing takes place.

HIGH SCHOOL REGISTRATION (WEST)

Student's Name: _____

Home Address: _____

Postal Code: _____

Phone: _____ Current Middle School: _____

Please complete either Section A for the school within your zone or Section B if you prefer to choose a school outside your zone.

(NOTE: If your son/daughter is withdrawing from the French Immersion Program, then you must complete the form "French Immersion Withdrawal Form." This form is available at the school office.)

SECTION A

I would like my child to attend:

Harbour View High School
French Immersion yes no

SECTION B

I would like my child to attend (check one):

Saint John High School
St. Malachy's Memorial High School
French Immersion yes no

This request may be limited by the enrollment ceiling identified for each school.

Parent's/Guardian's Name(s): (please print) _____

Parent's/Guardian's Signature: _____

This form is to be returned to the homeroom teacher and received no later than 12 noon on **Friday, February 27, 2009.**

For Administrative Use Only: Please check that form is filled in correctly and has parent/guardian signature.

Received By: _____ Date: _____ Time: _____

ADMINISTRATIVE USE ONLY: Please check that form is filled in correctly and has parent/guardian signature.

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____
Homeroom Teacher's Signature

HIGH SCHOOL REGISTRATION (CENTER)

Student's Name: _____

Home Address: _____

Postal Code: _____

Phone: _____ Current Middle School: _____

Please complete either Section A for the school within your zone or Section B if you prefer a school outside your zone.

(NOTE: If your son/daughter is withdrawing from the French Immersion Program, then you must complete the form "French Immersion Withdrawal Form." This form is available at the school office.)

SECTION A

I would like my child to attend (check one):

Saint John High School St. Malachy's High School French Immersion yes no **SECTION B**

I would like my child to attend (check one):

Harbour View High School Simonds High School French Immersion yes no

This request may be limited by the enrollment ceiling identified for each school.

Parent's/Guardian's Name(s): (please print) _____

Parent's/Guardian's Signature: _____

This form is to be returned to the homeroom teacher and received no later than 12 noon on **Friday, February 27, 2009.**

ADMINISTRATIVE USE ONLY: Please check that form is filled in correctly and has parent/guardian signature.

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____
Homeroom Teacher's Signature

HIGH SCHOOL REGISTRATION (EAST)

Student's Name: _____

Home Address: _____

_____ Postal Code: _____

Phone: _____ Current Middle School: _____

Please complete either Section A for the school within your zone or Section B if you prefer to choose a school outside your zone.

(NOTE: If your son/daughter is withdrawing from the French Immersion Program, then you must complete the form "French Immersion Withdrawal Form." This form is available at the school office.)

SECTION A

I would like my child to attend:

Simonds High School

French Immersion

yes

no

SECTION B

I would like my child to attend (check one):

Saint John High School

St. Malachy's Memorial High School

French Immersion

yes

no

This request may be limited by the enrollment ceiling identified for each school.

Parent's/Guardian's Name(s): (please print) _____

Parent's/Guardian's Signature: _____

This form is to be returned to the homeroom teacher and received no later than 12 noon on **Friday February 27, 2009.**

For Administrative Use Only : Please check that the form is filled in correctly and has parent /guardian signature.

Received By _____ Date : _____ Time : _____
Homeroom Teacher's Signature

ADMINISTRATIVE USE ONLY: Please check that form is filled in correctly and has parent/guardian signature.

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____
Homeroom Teacher's Signature



FRENCH IMMERSION
WITHDRAWAL FORM

(To be completed by Grade 8 students withdrawing from
French Immersion when entering High School)

Student name _____
 Address _____
 City _____ Postal Code _____
 Phone Number _____
 Student Number _____
 Grade _____ School _____
 Home room teacher _____

To be completed by the parent or guardian:

Requesting transfer

From: EFI LFI

To: English

Reason for Transfer: _____

Parent signature: _____

Principal signature:

District signature:

GRADE 9
2009 HIGH SCHOOL
REGISTRATION

February 2, 2009

Dear Parent/Guardian:

The registration of grade eight students for High School in September 2009 will take place during the month of February. This letter is to inform you of this process and what you should do to ensure that your child is properly placed for next year.

_____ would normally attend the school that is in your area, namely _____.

To confirm this registration, please complete **Section A** on the enclosed form. This form must be returned to your homeroom teacher by **Friday, February 27, 2009, no later than 12:00 noon**. Any registration received after that time will be treated as a late registration.

If you wish to have an alternative school placement, please complete **Section B** on the enclosed page.

This form must be returned to your homeroom teacher by **Friday, February 27, 2009, no later than 12:00 noon**. Any registration received after that time will be treated as a late registration. **This request may be limited by the cap, enrollment ceiling, established for the school.** A formal response to your request will be made by **the end of April, 2009**.

Mrs. Bev. MacDonald
Director of Education
School District 8

Ms. Debbie Thomas
High School Learning Specialist
School District 8

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to confirm the placement of _____
at _____ School starting in September 2009.

This placement is conditional on successful completion of Grade 8.

I extend my best wishes to _____ for every success in high school.

Yours truly,

Mrs. Bev MacDonald
Director of Education
School District 8

Date

Parent/s Name/s
Address

Dear Parent/Guardian:

I am writing to advise you that unfortunately _____ student's name _____ cannot be placed at _____ name of high school _____ School at this time due to an over subscription for placement in grade 9.

The numbers registering for _____ name of high school _____ School necessitated a draw and the creation of a wait list. _____ Student's first name _____ is number _____ on the list. As spaces become available, we will work through the waiting list.

In the meantime, it is necessary to have all grade 8 students placed in a school for September; therefore, we need to have you complete the enclosed registration form, which indicates the options currently available. Please return the completed form to your middle school office by _____ date form due in _____.

Thank you for your cooperation.

Sincerely,

Mrs. Bev MacDonald
Director of Education
School District 8

INTER-DISTRICT TRANSFER FORM

* To be used by students not residing within the physical boundaries of School District 8.

Application for an Interdistrict Transfer

Student's Name: _____ Grade: _____

Birth Date: _____ Medicare #: _____

Parent/Guardian: _____

Address: _____

Postal Code: _____ Phone Number: _____

I hereby request that my son/daughter be transferred from _____

(Sending school) in District ___ to _____ (Receiving school)

in District . The reason for the transfer is as follows:

I understand that the transportation of my son/daughter to and from school will be my responsibility, and that the transfer may be revoked at any time due to unforeseen circumstances.

(Signature of parent/guardian) Date

.....
(To be completed by sending District)

SEP Yes No

French Immersion Yes

Approved: _____ Date: _____

.....
Conditions: _____

Copies: parent/guardian
Schools/file