

Frequently Asked Questions – Parents

1. Do I have to attend my designated school?

EIPS encourages parents/guardians to register their children at their designated school, and students have guaranteed access to their designated school. However, we understand some situations exist whereby parents/guardians may wish to register their children at a non-designated school. Through the pre-enrolment process, EIPS students can pursue attending a non-designated school as long as there is space and the student submits a request to attend a non-designated school prior to the deadline. **Requests will not be considered for schools with a closed boundary.**

2. What is the deadline for deciding which school I want to attend?

The pre-enrolment request process for the 2018-19 school year will take place from **March 1 to 15, 2018**. This is the only time of year students from Grades 1 to 12 wanting to attend a non-designated school in the upcoming school year can apply to do so. Interested families must indicate they wish to attend a non-designated school when completing online pre-enrolment between March 1 and 15, 2018.

NOTE: If you have just moved into the Division and wish to start attending during the current school year (2017-18), you must still register using paper forms. These are available at either EIPS Central Office or at the school you wish to attend. If you wish to attend a non-designated school during 2017-18, you must also use a paper form to apply.

3. May children attend a non-designated school for kindergarten?

Yes, but priority is given to children who live within a school's attendance boundary. Parents who want to apply for their children to attend a non-designated school for kindergarten must indicate that when submitting their online kindergarten registration. **Kindergarten requests will be not be considered for schools with a closed boundary.**

Online kindergarten registration begins on **Monday, January 15**.

4. Are children who attend a non-designated school for kindergarten guaranteed access to Grade 1 at that same school?

Yes, once a child has been accepted in kindergarten, he/she is allowed to finish all grades offered at the school without having to making an additional request in Grade 1.

5. What happens if I miss the deadline?

Requests received after the deadline will be declined. There is no late or secondary process. For families who move into the EIPS area after the deadline, please see FAQ 10 below.

6. Under what conditions will my request not be approved?

A student's request to attend a non-designated school will be declined if:

- the school has closed boundaries
- the request was submitted after the required date

7. If I receive permission to attend a non-designated school, do I need to make a new request each year? What about when I change schools?

EIPS students are allowed to stay in the school in which they are registered until completion of the grades offered at that school. Therefore, students do not need to submit a request until they change schools. If students wish to attend a different non-designated school after that time, they must indicate that during the pre-enrolment process in March.

8. What is the random selection procedure and how might I be affected?

The random selection procedure is conducted by Central Office when the registration demand from outside the designated attendance area of a school exceeds the available number of learning spaces. The procedure provides all non-designated students in EIPS with a fair and equal chance of registration.

Students requesting registration at a non-designated school will be subject to the random selection procedure if the demand for space exceeds the available space.

9. Can I change my mind after the pre-enrolment deadline?

No, enrolling at a designated or non-designated school is a commitment by both the student and the school. This commitment allows for careful planning to meet student needs. Therefore, students and families should make informed choices when they submit their request. When schools contact families to advise them of the request process, they will ask for confirmation that the student still wants to attend the non-designated school.

10. If I move into the Division after the pre-enrolment deadline, is there any chance that I can attend a non-designated school?

Yes, requests to attend a non-designated school may be considered for those students whose families have just moved into the Division from outside the geographic area, or another community within the Division, and therefore would not have had an opportunity to participate in the usual non-designated school request process. These requests will only be considered if space in planned classes permits, the requested school does not have a closed boundary, and the requested school has not already participated in a random selection procedure.

11. How will I know if I can attend the non-designated school to which I applied? After the pre-enrolment deadline but no later than April 13, 2018, schools will contact all parents/guardians or students, by phone call, who submitted a request to inform them of the outcome.

12. Will busing be provided? If so, who pays for this service?

Parents/guardians or students who are interested in attending a non-designated school are responsible for contacting EIPS Student Transportation. Busing to non-designated schools is not guaranteed, and families are responsible for the associated [transportation fees](#). All students attending non-designated schools and accessing busing are charged a non-designated school transportation fee. An additional Payride fee will apply for students who reside less than 2.4 km from their designated school or the school they are attending. For further information or to make transportation arrangements, please contact EIPS Student Transportation at 780-417-8151, or by email using our [online contact form](#).

13. If my son in Grade 3, for example, is attending a non-designated school, may my daughter attend kindergarten at this same school?

Yes, your daughter may attend. Section 13 of

[*Administrative Procedure 305, Attendance Areas and Requests to Attend Non-Designated Schools*](#) states:

The siblings of students currently attending a non-designated school, including a school with a closed boundary, shall be permitted to register in the same school if the newly registered sibling(s) will be attending the school at the same time as the currently registered sibling.

- *A request for the non-designated school should be made during kindergarten registration.*
- *Guaranteed registration does not apply if the current sibling will be a returning Grade 12 student.*

14. Does the sibling clause (Section 13 of AP 305) apply if the non-designated school has a closed boundary?

Yes, the sibling clause applies even if the non-designated school has a closed boundary. This may not be applicable after an attendance boundary revision.

15. Does the sibling clause (Section 13 of AP 305) apply if the non-designated school is a junior high school and, for the upcoming school year, the older sibling is going into Grade 10 and younger sibling is going into Grade 7?

No, it does not apply as both siblings must be attending the same school at the same time.

16. May students submit requests to attend more than one non-designated school?

No, parents/guardians or students can only choose one preferred non-designated school during the pre-enrolment process. If room is not available at the requested school, the student will be automatically registered in their designated school.

17. If a school has participated in the random selection procedure and a student is not selected, can that student then request to attend another non-designated school that did not have a draw?

Yes. If a request is not granted following a random selection procedure at a particular school, the parents/guardians or student should contact the Corporate Secretary at EIPS Central Administration. If there is space, the student may request registration at a second-choice school by the specified deadline—April 20, 2018.

The random selection procedure is conducted by Central Administration.

18. If an older brother attending a non-designated school returns next year as returning Grade 12 student (R-12), would an incoming student into Grade 10 be allowed to register under the sibling clause?

No, the sibling clause does not apply when the older sibling is an R-12 student, as the timing of R-12 registrations does not align with the request process and the kindergarten to Grade 12 registration process. Most R-12 students make the decision during the summer or take courses through Next Step. High school staff meet with and process most R-12 student registrations on an individual basis in August.

19. How does the request process work with our French Immersion programs? Does EIPS differentiate between designated and non-designated French Immersion schools?

EIPS has established boundaries for elementary and junior high French Immersion programs. French Immersion boundary maps are available on the [Division website](#). Parents can also determine their designated French Immersion school using the *Advanced Search* function in the [Find My Designated School](#) tool. With established boundaries, EIPS has designated and non-designated elementary and junior high French Immersion schools.

If parents want to pursue their children attending a non- designated French Immersion school, they will need to indicate that during the pre-enrolment process.

With French Immersion kindergarten, principals and parents shall follow the same kindergarten registration procedures as all other EIPS schools.