

## ADMINISTRATIVE PROCEDURE

General Administration

Okotoks Attendance Areas

GEN #23

Revised: March 2025

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### Background

Section 10 of the Alberta Education Act stipulates the following:

10(1) Subject to subsection (2), a board shall direct a resident student of the board to enroll in and attend a particular school operated by the board. (2) A board shall enroll a resident student of the board in the school operated by the board that is requested by the parent of the student if, in the opinion of the board asked to enroll the student, there are sufficient resources and facilities available to accommodate the student. (3) Where a board establishes an attendance area for a school, a resident student of a board who resides in the attendance area for the school must be given priority over a student who does not reside in the attendance area.

The Board has established attendance areas in the community of Okotoks for the purposes of balancing enrollments at each school. Okotoks principals may accept cross-boundary students if there are sufficient resources, facilities, and programs to accommodate them. The primary considerations when making such a decision include class size, school utilization rates (current and projected), keeping siblings together, enhancing programmatic choice, and facilitating childcare arrangements.

### Procedures

1. Okotoks attendance areas can be found online [here](#).
2. Parents who want their children to attend an Okotoks school from outside that school's attendance area shall complete a [release form](#) located in School Engage. This release form indicates the reasons for the request and requires the resident school principal to indicate they are supportive of the student being accepted at a cross-boundary school. Decisions on accepting all cross-boundary students will rest with the principals and will be approved by the Superintendent, or designate, on or before May 15 of each school year.
3. Principals shall only accept cross-boundary students if sufficient facilities and resources are available to accommodate these students both at the current time and based on enrollment projections going forward. In making these decisions, principals shall reflect on the considerations outlined in the Background noted above. In making these decisions, principals must also be confident they can accommodate all resident students in the school's attendance area as they must be given priority over cross-boundary students.
4. Transportation for cross-boundary students is not guaranteed. The division will make reasonable attempts to transport cross-boundary students, but parents may need to transport their students to school if the division is unable to accommodate them.
5. Mid-year requests will not normally be granted.
6. Students desiring French immersion registration at École Good Shepherd School or St. John Paul II Collegiate are not considered cross-boundary students and are not required to fill out a release form.