



SECONDARY SCHOOL OUT-OF-CATCHMENT APPLICATION

Date received in
School Office:

SECTION 1: Student Information

Please print clearly

Name of Student: _____ Date of Birth: _____ Current Grade: _____
Year/ Month/ Date

Name of Parent/ Guardian: _____

Address(es): _____ Postal Code: _____

Phone number(s): (H) _____ (C) _____ email: _____

Designated School: _____

Requested School: _____

Last School attended, if different from Designated School: _____

Requested for (please check): Semester 1 Semester 2 Both

Please check the appropriate category:

Category A: Currently enrolled in the Out-of-Catchment school to which you are applying.

Category B: Currently **not** enrolled in the Out-of-Catchment school to which you are applying.

Consideration of Out-of-Catchment requests is based on school operating capacity.

In the event that more students apply than there are spaces available, the following criteria will be utilized:

1. Student currently enrolled in the requested school or student requires documented medical accommodation.
2. Student requested option choices can be accommodated by the requested school.
3. Student requires day care for his/her child within requested school catchment.
4. Student will have sibling(s) attending the requested school.

Rationale for Request: _____

CONDITIONS OF APPLICATION:

1. Grade 8 student OOC requests must include an attached completed Option Sheet for the Requested School. All other OOC requests must attach the completed Requested School Option Sheet and a Status Sheet/ Transcript.
2. Approvals are subject to review on an annual basis.
3. **No transportation will be provided** by The Hamilton-Wentworth District School Board (see below).
4. **The Requested School Principal's decision is final and is not subject to appeal.**

Student's Signature: _____ Date: _____

Parent/Guardian/Adult Student's Signature: _____ Date: _____

SECTION 2: Requested School Response

Approved for: Semester 1 Semester 2 Both OSR Request Denied

Requested School Principal's Signature: _____ Date: _____

SECTION 3: Transportation

In accordance with the Board's Transportation Policy, the Board **does not provide transportation** for students other than those attending their designated schools. Transportation may be provided on an annual basis on regular school buses where current service is provided and in accordance with the Courtesy Transportation Procedures. The Board makes no guarantee of continuity of service.

Original remains with Requested School, copy to Parent/Guardian/Adult Student and copy to Designated School or last Secondary School attended.

Procedures for Secondary School Out-of-Catchment Requests

- If space is available after registering all known in-catchment students, a school principal may consider admitting students who are requesting out-of-catchment consideration. A school principal may register up to 95% of the 'operating capacity' of the school up to the third week of school. The remaining 5% of the operating capacity of the school must remain open for in-catchment students who may move into the school boundary.
- The school principal may identify unique situations concerning school capacity and the cluster superintendent may consider changes to the initial student loading of the school.
- No waiting lists apply.
- The principal's decision concerning out-of-catchment requests is final. The cluster superintendent will not support parental OOC appeals of the principal's decision as long as the principal has followed the written OOC process.
- School capacity will be defined as the 'operating capacity of the school building'. This is defined as the Ministry rated capacity plus attached port-a-packs.

Note: school 'operating capacity' does not include the space provided by stand-alone portables.

- All out-of-catchment requests will only be approved for one school year and reviewed by the principal on an annual basis.
- Grade 8 Out-of-Catchment Application forms must be accompanied by an option sheet for the Requested School.
- All other Out-of-Catchment Application forms must be accompanied by an option sheet for the Requested School.

Note: Transportation will not be provided for Out-of-Catchment students.