



### OUT-OF-BOUNDARY APPLICATION (ELEMENTARY)

The Waterloo Region District School Board (WRDSB) has a procedure that allows students to attend out-of-boundary schools, provided there is sufficient space within the established class loading policies and the admission of out-of-boundary students does not result in more staff than would be allocated otherwise. The procedure also states that the WRDSB will assume no obligation to provide transportation for students who have chosen to attend out-of-boundary schools. The responsibility for getting to and from school will rest entirely with students and their families. Students currently subject to or under expulsion are not eligible to attend an out-of-boundary school.

<b>STUDENT GIVEN NAME</b>		<b>STUDENT SURNAME</b>	
<b>DATE OF BIRTH</b>		<b>CURRENT GRADE/PROGRAM</b>	
<b>HOME ADDRESS</b>			
<b>STREET</b>		<b>CITY/TOWNSHIP</b>	<b>POSTAL CODE</b>
<b>PARENT/FAMILY MEMBER 1</b>			
<b>PHONE NUMBER</b>		<b>TYPE</b>	
<b>PARENT/FAMILY MEMBER 2</b>			
<b>PHONE NUMBER</b>		<b>TYPE</b>	
<b>DESIGNATED SCHOOL</b>			
<b>CURRENT SCHOOL</b>		<b>REQUESTED SCHOOL</b>	

**Eligibility to Apply:** Parents/legal guardians may request a transfer to a non-designated school due to medical needs, a safe schools issue or undue hardship as per AP1040 - Section 6.4 . Preference or convenience (e.g., closer to work, bell times) alone may not be sufficient for approval.

- Application Deadline:** Applications for the next school year must be submitted by the last Friday of February. Late applications may not be reviewed until the third week of September, unless exceptional circumstances apply.
- Required Form:** Complete Form IS-25-OOB-A, including a clear reason for the request. The form must be submitted to the designated school Principal, who will coordinate with the receiving school Principal.

3. **Space Availability:** Approval depends on space availability (e.g. class sizes, physical capacity of the school) at the requested school. Schools relying on portables or facing over-enrolment may be closed to out-of-boundary transfers.

4. **Closed Schools:** Some schools are designated closed to out-of-boundary students due to capacity or growth pressures. These schools do not accept applications or maintain waiting lists. The list is published annually on the WRDSB website by the end of January.

5. **Sibling Considerations:** Siblings will be considered in the decision, but automatic approval is not guaranteed. For example, a younger sibling in JK-6 may not follow an older sibling into a JK-8 school without obtaining approval for an out-of-boundary request.

6. **Transportation:** Parents/family members are responsible for transportation for students attending a school through an out-of-boundary transfer. Transportation eligibility is based on Board Policy 4009 and is not guaranteed.

7. **Approval Process:** The receiving Principal, in consultation with the designated school Principal, has the authority to approve or decline the application based on the outlined criteria. Written notification will be provided by the first Friday of May (or later for late applications).

8. **Registration Requirement:** Students new to WRDSB must register at their designated school, even if they are applying to attend another school, in case the request is not approved.

9. **Appeal Process:** If a request is denied, families can appeal to the receiving school Principal, and, if still denied, submit a final appeal to the Superintendent of Student Achievement & Well-Being (SAWB).

**Reasons for Request:**

**Signature:**

**Date:**

Please attach supporting documentation, if applicable, and return it to your **designated school** principal.

**For School Use Only**

Out of Boundary Request is    •    Approved    •    Declined

Signature of Designated School Principal:

Date: