



### Out of division

- The custodial parent/legal guardian of the student or a student 18 years of age or older must submit an *Out of Division* application to the principal of the school of choice between May 1 and 15 for admission for the upcoming school year. *Applications cannot be found on the RETSD website, but can be found at any RETSD school or at the Administration Offices.*
- The school of choice will notify the custodial parent/legal guardian or student in writing by June 30 as to whether:
  - ◊ The application is approved
  - ◊ The application is denied
  - ◊ The student is on a wait list, as per custodial parent/legal guardian or student request, with a final decision to be made by September 30

### OTHER IMPORTANT INFORMATION TO NOTE

- Transportation is not provided to schools of choice students.
- Submission of a school of choice application does not imply acceptance.
- Acceptance of one student does not ensure acceptance of that student's siblings.
- Acceptance may be rescinded due to misinformation or failure to disclose information.

- An application will be denied when RETSD determines the enrolment of the student would be detrimental to order, discipline and the well-being of the students in the school.
- Once accepted, students\* do not need to complete a new application until/unless they change:
  - ◊ Schools
  - ◊ Programs
  - ◊ Addresses

*\*Annually, rural students (except Lord Selkirk School Division residents) taking a vocational program not offered in the home division must complete a Request for Admission—Non-Resident application, which can be found online at [www.retsd.mb.ca](http://www.retsd.mb.ca), at any RETSD school or at the Administration Offices.*

### CAN A DECISION BE APPEALED?

Custodial parents/legal guardians and students 18 years of age or older may appeal the decision by contacting the superintendent/CEO in writing at 589 Roch St., Winnipeg, MB, R2K 2P7 or by fax at 204.661.5618.

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589 Roch St. Winnipeg, Manitoba R2K 2P7  
Tel: 204.667.7130 Fax: 204.661.5618  
[www.retsd.mb.ca](http://www.retsd.mb.ca)

# SCHOOLS OF CHOICE

*A guide for parents & students*





## SCHOOLS OF CHOICE

River East Transcona School Division (RETSd) expects its students to attend designated schools within established boundaries as a way to balance enrolment at each school. Unless otherwise specified by the board of trustees, the designated school is the school closest to the home of the student's custodial parent/legal guardian. However, a student may apply to attend a school other than their designated school through Policy JFBA—*Schools of Choice*. For more detailed information about the policy, visit [www.retsd.mb.ca](http://www.retsd.mb.ca) > Your RETSD > Policies > J-Students > Policy JFBA.

The following information outlines some of the particulars regarding the Schools of Choice policy.

## WHO NEEDS TO APPLY?

Both “in division/out of designated school boundary” students and “out of division” students, as defined below:

### In division/out of designated school boundary

These are students who wish to attend a school other than their designated school and whose custodial parents/legal guardians reside in RETSD. The designated school is based on the address of the student's custodial parent/legal guardian and the student's chosen program (e.g. language program, vocational program).

To determine a student's designated school, contact any school in RETSD or the Administration Offices at 589 Roch St., or check the School Locator found under “Quick Links” on the home page of the RETSD website.

### Out of division

- Students who wish to attend an RETSD school and whose custodial parents/legal guardians do not reside in RETSD.
- Current RETSD students who have moved out of RETSD and wish to remain at an RETSD school for the next school year.
- Previously approved out-of-division students who are changing schools or programs (e.g. French immersion to English).

## WHAT CRITERIA ARE USED WHEN CONSIDERING APPLICATIONS?

Students applying under Schools of Choice will be considered for acceptance based on the following criteria, which are listed in priority order:

### School criteria

1. There is available space based on current or projected enrolment at the school of choice
2. There is available space based on class size at the school of choice
3. The school of choice has the ability to provide appropriate support/programming

### Applicant criteria

1. The custodial parent/legal guardian is a resident in RETSD
2. The student was enrolled in the school of choice the previous school year
3. The student has a sibling attending the school of choice (applies to early years students only)
4. The early years student's middle/junior high school of choice is the same as his/her peer group's designated middle/junior high school
5. If all other factors are equal, consideration will be given to the date and time of receipt of the application by school personnel

## WHAT IS THE PROCESS FOR APPLYING?

### In division/out of designated school boundary

- The custodial parent/legal guardian must register the student at their designated school and complete an *In Division/Out of Designated School Boundary* application for admission into the school of choice. Students who are 18 years of age or older may personally complete the application. Applications can be found online at [www.retsd.mb.ca](http://www.retsd.mb.ca), at any RETSD school or at the Administration Offices.
- The earliest schools of choice applications will be accepted is the first Monday in March.
- The school of choice will notify the custodial parent/legal guardian or the student in writing by June 30 as to whether:
  - ◊ The application is approved
  - ◊ The application is denied
  - ◊ The student is on a wait list, as per custodial parent/legal guardian or student request, with a final decision to be made by September 30



# SCHOOLS OF CHOICE for students residing IN DIVISION / OUT OF DESIGNATED SCHOOL BOUNDARY



**ENSURE YOU ARE REGISTERED AT YOUR DESIGNATED SCHOOL PRIOR TO APPLYING TO A SCHOOL OF CHOICE.  
APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO THE FIRST MONDAY IN MARCH.  
SCHOOLS WILL NOTIFY PARENTS OF THE OUTCOME BY LETTER NO LATER THAN JUNE 30.**  
Note: High school athletes should refer to the MHSAA guidelines on eligibility and Schools of Choice.

## TO BE COMPLETED BY APPLICANT

Complete legal name of student: \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_\_ Current grade level: \_\_\_\_\_

Legal gender:  Male  Female

Preferred gender (if applicable):  Trans male  Trans female  Two-Spirit  Gender non-conforming

Name of Program	English K-12	French Immersion K-12	German Bilingual K-8	Ukrainian Bilingual K-8	Technology Education 9-12	Other (please specify)
Current Program (check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Applied For (check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Any Special Requirements or Additional Needs

\_\_\_\_\_

School currently attended: \_\_\_\_\_

Designated school: \_\_\_\_\_

School of choice: \_\_\_\_\_

School year being applied for: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of custodial parent(s)/legal guardian(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal code: \_\_\_\_\_

**Home Address/Location** (select one)

Same as mailing address

Street address (specify): \_\_\_\_\_

Legal description of rural property (specify): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**I understand that the school division does not provide transportation to schools of choice students.**

\_\_\_\_\_  
Signature of custodial parent/legal guardian or student (if over 18 years)

## TO BE COMPLETED BY DESIGNATED SCHOOL

Proof of residency verified Date received (dd/mm/yy): \_\_\_\_\_ Time: \_\_\_\_\_

Authorizing signature: \_\_\_\_\_

## TO BE COMPLETED BY SCHOOL OF CHOICE

## TO BE COMPLETED BY SUPERINTENDENT'S OFFICE

Recommendation to accept: <input type="checkbox"/> Yes <input type="checkbox"/> No	Superintendent's approval: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date effective: _____	
_____ Signature of principal	_____ Signature of superintendent