

Administrative Procedure 300 - Right to Access Education Programs

Background

The Division believes that students are to have an opportunity to acquire the knowledge, skills, and attitudes they need to be self-reliant, responsible, caring, and positive contributing members of society.

Procedures

1. Students for whom admission is sought to Division schools shall have completed a registration form to establish legal name, age, citizenship and residing status. Legal name and proof of age shall be verified by the Principal through reference to one of a birth certificate, a baptismal certificate, a passport or a certified copy of birth registration. Every effort shall be made to obtain proper verification of legal name and age. The parent may make a statutory declaration regarding the student's legal name and age on condition that acceptable verification is provided within three months of enrolment of the student. Legal documents confirming guardianship must be presented prior to registrations being accepted.
2. A resident child enrolled in kindergarten shall have attained the age of five (5) years on or before December 31 of the school year in which they are enrolled.
 - 2.1. Notwithstanding the above, a child with special needs may be enrolled in an Early Childhood Services program at an earlier age, as per Alberta Education regulations.
3. A resident student shall have attained the age of six (6) years on or before September 1 of the school year in which they are enrolled to be in grade one.
4. A resident student has a right to access education where they are younger than 19 years of age at September 1 of the school year.
5. A Principal of a senior high school may enroll a student who is older than 19 years of age at September 1 of the school year if, in their opinion:
 - 5.1 space and/or resources at the school are available to meet the student's needs, and/or
 - 5.2 the student presents special needs or circumstances that cannot be addressed through other alternatives.
 - 5.3 where the resident student is older than 20 years of age at September 1 of the school year, the school will have the option to charge a fee for education services or provide services at no charge, as no funding is provided by Alberta Education.

Reference: Section 3, 4, 7, 8, 9, 11, 16, 21, 32, 33, 52, 53, 197, 222 Education Act

Effective: 1997-12-11

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