



Halton District School Board

Application for Elementary Optional Attendance

Procedures and Conditions

1. Application forms are to be obtained from, and returned to, the designated home school.
 - a) Applications will be accepted from December 1 through the end of January of each year (See Schools Open to Elementary Optional Attendance List).
 - b) Late applications will be considered but decisions may not be made or communicated until after the third week in September.
2. Consideration for placement in the requested school is based on:
 - a) Availability of student spaces and resources; b) nature of the request; c) compliance to Ministry class size caps
3. It is understood that:
 - a) Parents are not required to reapply each year after approval. However, all optional attendance requests granted are subject to renewal annually.
 - b) Parents requesting optional attendance will speak with the designated home school principal prior to submitting an Optional Attendance Application form. Upon receipt, the home school will discuss and forward the application to the requested school;
 - c) If the request is granted, the Board will not provide transportation for the student.
4. Mid-Year applications will be considered upon receipt, please follow the Optional Attendance Procedure.
5. The requested school principal will contact the applicant regarding the decision (complete the paperwork and attach Appendix C)

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|---|---|
| <i>Student I.D. #</i> _____ | <i>Exceptional (I.P.R.C.): Yes ___ No ___</i> |
| <i>E.S.L.: Yes ___ No ___</i> | <i>French Immersion: Yes ___ No ___</i> |
| Student's Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Given Names Surname </div> | |
| Application Date: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Day Month Year </div> | |
| Student's Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street Town/City Postal Code Telephone (____) _____ area code </div> | |
| Birth Date: _____ Designated Home Elementary School _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Day Month Year </div> | |
| Present School: _____ Requested School: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Open _____ Closed _____ Open _____ Closed _____ </div> | |
| Present Grade: _____ Grade Level: _____ | |
| If granted, placement to commence _____ | |
| <i>Date / Time Received:</i> _____ <i>Signature of Home School Principal</i> _____ | |
| Reason for Request | |
| _____ Name of Parent or Guardian (please print) | |
| _____ Signature of Parent or Guardian | |
| To be Completed by the Requested School (Attach Appendix C to Parent's copy of Decision) | |
| Date Received _____ Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> | |
| Complete one: A. Student has been accepted at _____ in _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Name of School Program/Year/Grade </div> | |
| Special Conditions: _____ | |
| B. Student has not been accepted because _____ | |
| _____ <i>Requested School Principal's Signature</i> | |

When complete forward copies to: Applicant, Home School, and Superintendent- If Denied