



**APPLICATION FOR CROSS-BOUNDARY INFORMATION - FOR FOLLOWING SCHOOL YEAR\*****\*From the First Monday in February through to Last Friday in March prior to Spring Break****An application received after that date will be considered a 'late application'.**

This section applies to students who are applying through the cross-boundary application process in February and March to enroll in a non-catchment school for the following school year.

1. Applications for cross-boundary enrollment must be submitted via email [xboundary@sd69.bc.ca](mailto:xboundary@sd69.bc.ca) from the First Monday in February up to, and including, the Last Friday in March prior to Spring Break.
  - a. Applications submitted after the last Friday in March prior to Spring Break will not be considered. All applications submitted after this date will be considered 'late applications'.
2. Eligibility to enroll depends on the availability of space, resources, staffing and/or educational programs at the requested school.
3. District students making a cross-boundary application must **FIRST** be registered at their catchment school prior to being able to be considered for cross-boundary enrollment. **Siblings of previously approved continuing cross-boundary students may apply directly to the cross-boundary school.**
4. A student who has spent the previous school year in an approved cross-boundary placement at a District 69 school will be deemed to be a catchment area student for the duration of his/her attendance at the school.
  - a. This status will be retained upon transition to the secondary school which students from that school would normally attend based on district catchment areas (A second cross-boundary application is not required for this transition)
5. If a parent of an approved cross-boundary student wishes to apply to another cross-boundary school or return to their catchment school, and the student has spent the previous year at the approved cross-boundary school, the approved cross-boundary school is considered the catchment school. The cross-boundary application process will apply.
6. **If a parent of an approved cross-boundary student wishes to have their child(ren) return to his/her catchment school, before the year is completed (as noted above) they must submit, in writing, a cancellation request. The request will be reviewed by the Superintendent, or designate, for space, resources, and staffing considerations prior to cancellation approval and return to catchment school.**
7. Access to District Programs, such as Collaborative Education Alternative Program (CEAP), PASS/Woodwinds Alternate School, French Immersion, etc. are not subject to the cross-boundary application process. Access to these programs are based on availability of space, resources, and staffing. A cross-boundary application is not required.
8. **Transportation** for a student choosing to attend a non-catchment school or District Program of Choice **is the responsibility of the parent.**

**Enrollment Priorities for Cross-boundary Applicants are determined by the Superintendent of Schools (or Designate)**

The definition for enrollment for cross-boundary applicants are set out in the table below. Enrollment priorities are subject to the Superintendent's determination as well as the rules that follow the table.

	<b>Student Category</b>	<b>Student Description</b>
1.	Sibling of a Continuing Non-catchment student	The sibling of a continuing non-catchment student who will be attending the school concurrently
2.	Non-catchment Student	A student of school age who is resident in the school district and not resident in the catchment area of the school. Reason to be briefly outlined on Cross-boundary Application form
3.	Non-district Student	A BC resident who does not reside in the Qualicum School District
4.	Current Cross-boundary Student	An approved cross-boundary student who wishes to attend a different school or return to their catchment school (prior to completing one year as an approved cross-boundary student)

**Rules Respecting Enrollment Priorities for Cross-boundary Applicants:**

1. Sibling Priority  
Sibling priority will apply only when a sibling currently attending will be attending concurrently with the applicant.
2. Non-district Students  
Non-district students may apply directly to the requested school.
3. Offers of Cross-boundary enrollment  
Families will be informed of the status of their cross-boundary application for the following school year by May 31 of the current school year.
4. School Waitlist  
Each school will maintain an ordered waitlist of cross-boundary applicants not offered enrollment. This waitlist will be maintained until September 30 of the next school year, at which time the cross-boundary application will be expired.

Prior to expiration of the cross-boundary application, as noted above, and if an appropriate space in a school becomes available, waitlisted students may be offered enrollment at the requested school.