



## Out-of-Area Procedures

*Parents/guardians may seek placement for students in a school outside of their (neighbourhood) school*

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An online option to submit Out-of-Area Requests will be available beginning on the first school day in April at 8:00 am. This option is intended to provide a more practical alternative for individuals who, in some schools, have lined up overnight to submit their request as early as possible. It is important to note that this online option is not intended to replace the current paper process. Rather, it is an additional opportunity for families.

- All parents/guardians will still be required to register in their neighbourhood school and to complete the Out-of-Area Request form.
- Neighbourhood schools are required to keep a copy of the completed form for verification purposes.
- Parents/guardians can choose to deliver the completed Out-of-Area Request form to the school they are applying to attend (receiving school) on or after 8:00 am the first school day in April) or complete the online option (live 8:00 am the first school day in April).
  - **The earliest any principal is able to accept an Out-of-Area Request is 8:00 am the first school day in April.**
- Receiving schools will continue to date and time stamp the Out-of-Area Requests forms that are delivered to them on or after the first school day in April.
- All online requests will be delivered automatically to schools and will include a submission date and time stamp.
- Schools will number all applications according to date and time received.
- Requests for students who will have older siblings in the receiving school in September will be given priority for an Out-of-Area placement if adequate accommodation is available.
- Decisions regarding Out-of-Area requests will be communicated by June 23<sup>rd</sup>.

### ONLINK LINK

- A link to the online Out-of-Area Request will be available on the HRCE website at [www.hrce.ca](http://www.hrce.ca)
- This option will be available beginning the first school day in April at 8:00 am and remaining available for 10 school days.
- Families can continue to deliver Out-of-Area Requests after the online option closes.

The Halifax Regional Centre for Education's Student Registration Policy is available online at [www.hrce.ca](http://www.hrce.ca) (Quick Links, under policy section)