



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Admission of Students

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AP Owner:	Superintendent of Learning	Last Review Date:	SEP 15, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 85, 121, 141, 142, 171, 173</i> <i>The Education Regulations, 1998, s. 16, 21</i>		

Background

Living Sky School Division (LSKYSD) provides learning opportunities for children and adults within the context of the Board of Education's vision, mission, and values.

The right to receive instruction is the right to instruction in courses or programs approved by the Division. In most cases this instruction will be provided in the school that is situated within the attendance area in which the student lives but may be provided in another school in the Division, or in Board-approved schools or institutions outside the Division's jurisdiction.

The Division may provide programs and services to persons beyond those required by provincial legislation.

Scope

This procedure is for families, students, and principals and governs the initial and ongoing eligibility requirements of students to be enrolled in LSKYSD schools.

Definitions

Resident Student: a student under the age of 22 who is a self-supporting resident or whose parent/legal guardian is a resident of the division and is a:

- Canadian citizen,
- permanent resident as per the Government of Canada or the Saskatchewan Immigrant Nominee Program, or
- temporary resident with a valid work permit or valid study permit.

Non-Resident and Non-Provincial Student: a student who is a Saskatchewan resident whose declared place of residence is outside the boundaries of the Division in which that person seeks or is provided with educational services, including student who live on First Nation territory.

Tuition-Paying Student: a student whose primary residence is outside Saskatchewan and attends a school in Saskatchewan, including temporary foreign students and foreign students residing with a guardian/caregiver.



Roles & Responsibilities

School principals shall:

- admit students who reside in the attendance area of their school;
- collect, assess, and ensure accurate record information is entered into Student Data System; and
- share reasons why Indigenous self-declaration is important to the school division's services for Indigenous students;
- in the case of late registrations, set and communicate student start date to family;
- provisionally place students from other school divisions at the level to which they were entitled by their sending school division;
- notify school superintendent of any non-resident, tuition-paying student, or adult student applications;
- communicate admission status to students or families who have applied as non-resident, non-provincial, adult, or tuition students in a timely manner;
- follow the Mid-Year Out of Attendance Area Transfer Request process outlined in *AP 8.01 Transportation Services*;
- support families as needed in the registration process;
- welcome new students and families throughout a school year via orientation or transition programs to enhance a feeling of belonging; and
- notify the superintendent of business the names of any local students participating in a reciprocal exchange program in the current year.

Families shall:

- submit the appropriate registration form for each child with the required documentation either online or in person at the school in the appropriate attendance area;
- produce, when required for verification, one of the following documents to validate student's name, date of birth and citizenship:
 - birth certificate,
 - passport,
 - Permanent Resident Card or Confirmation of Permanent Resident Card, or
 - status card.
- supply other documentation from Citizenship and Immigration Canada:
 - Refugee Status,
 - Work Permit, and/or
 - Study Permit
- follow processes for non-resident or transfer admission request.

Superintendents shall:

- adjudicate Mid-Year Out of Attendance Area requests; and
- support school-based administrators in specialized student admissions.



Procedures

Resident Student

1. The principal is responsible for the admission of students who reside in the attendance area of the school.
2. In the case of students residing outside the school's attendance area, admission may be considered if space, material and appropriate staffing are available to accommodate the request.
3. In cases where a student requires specialized programming that is not currently available, the director of education or designate may adjust or modify the student's school day, either on a temporary or ongoing basis, to allow for appropriate planning, program development, and to ensure the student's needs are met within available resources. The director of education or designate may also assign the student to a school equipped to provide the necessary supports.
4. Resident adults who are, or exceed 22 years of age, may enroll in schools of the Division by applying with the approval of the director of education or designate.
5. Registrations of high school students received later than SEP 30 for Semester 1 or later than the end of FEB for Semester 2 may be invited to register for the next semester.
6. In the case of late registrations, the principal shall set and communicate the student start date.
7. Mid-year requests for admission to schools from students residing outside the normal attendance area will apply as follows:
 - a. Parents or guardians shall contact school administration of the school in the family's attendance area to discuss reasons for the request.
 - b. In the event that the request is still desired, parents or guardians shall contact school administration at the school they would like their child(ren) to attend.
 - c. In the event that the request is still desired, parents or guardians shall submit a Mid-Year Out of Attendance Area Request Form to the principal of their current attendance area.
 - d. The superintendent of learning shall consider the application and determine feasibility of the request.
 - e. The attendance area superintendent of learning shall work collaboratively with the superintendent of learning of the out-of-attendance area school and the out-of-attendance area school principal.
 - f. The attendance area superintendent shall contact the school principal regarding the outcome of the request.
 - g. Once accepted into the new school, wherever possible, placement shall be continuous as long as space remains available.
 - h. Parents will accept responsibility for transportation of students approved to attend an out of attendance area school.

Non-Resident and Non-Provincial Students

8. Non-residents of Living Sky School Division may be admitted subject to the following conditions:
 - a. Students request admission by completing a LSKYSD registration form and submit it to the school of choice or to LSKYSD Central Services;
 - b. space, material, and appropriate staffing are available to accommodate the student or students; and
 - c. applicable tuition fees are assessed.
9. Registrations of high school students received later than SEP 30 for Semester 1 or later than the end of FEB for Semester 2 may be invited to register for the next semester.

Self-Declaration



10. Indigenous students may choose to self-declare as a person of First Nations, Métis or Inuit decent on any school registration form. By declaring, families are confirming that their family has First Nations, Métis or Inuit blood-lines.
11. Self-declaration enables Living Sky School Division to:
 - a. identify, review and analyze data that will lead to improved programs and services for Aboriginal learners;
 - b. monitor the success of programs and services and identify ways to support Aboriginal students; and
 - c. assist students in accessing funding that may be available for special programs, scholarships, or opportunities.

Early Learning, Kindergarten, and Grade One

12. Children who meet the Ministry of Education's criteria for prekindergarten programming may be enrolled in prekindergarten programming provided the director of education or designate has approved such an admission.
13. Children who are five years of age as of December 31 of the school year may be admitted to kindergarten.

Tuition-Paying Students

14. Tuition-paying students may be admitted subject to the following conditions:
 - a. Students request admission by completing a LSKYSD registration form and submitting it to the school of choice or to LSKYSD Central Services.
 - b. Space, materials, and appropriate staffing are available to accommodate the student.
 - c. Appropriate tuition and applicable fees are paid according to the schedule outlined in the AP.

Tuition Fees

15. In accordance with *The Education Regulations, 1998*, s. 16, tuition fees shall be charged for the following non-resident, non-provincial, and tuition students:
 - a. students who reside on reserve land and are therefore federally funded
 - b. international students on a Student Visitor visa who are not part of a reciprocal exchange program
 - c. students whose primary residence is outside of the Province of Saskatchewan
 - d. students whose parents hold a visitor permit
 - e. Additional fees may be charged to non-resident students for any special education services that may be provided.
16. Tuition fees shall be waived for those students engaged in a year of study in the school division as part of a reciprocal exchange program, where at least one student from the school division is benefitting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the post-secondary level immediately following grade twelve.
17. Unless otherwise specified in an education service agreement, all fees levied are due and payable prior to commencement of school.
 - a. If requested, fees may be split into three payments:
 - i. for SEP-DEC, 40% (or 4/10) of the fee
 - ii. for JAN-MAR, 30% (or 3/10) of the fee
 - iii. for APR-JUN, 30% (or 3/10) of the fee



- b. Unless otherwise specified in the education service agreement, if the student withdraws prior to completion of the school term, the tuition fee shall be prorated, and a refund issued less a 10% administration fee.
- 18. Tuition fees for students admitted from neighboring school divisions shall be waived.
- 19. Tuition fees may be waived:
 - a. for resident students over the age of 22,
 - b. for foreign students residing with a legal caregiver who is a Saskatchewan resident; and
 - c. on compassionate grounds as determined by the director of education.

Other Considerations

- 20. Students transitioning from special programs offered outside of a LSKYSD school will involve the collaboration of a program director/leader, superintendent, and a receiving school administrator.
 - a. Program partnership leaders shall contact a superintendent to discuss a potential student's transition to a LSKYSD school.
 - b. A superintendent shall determine the best placement for a student in collaboration with school-based administrators.
 - c. Upon confirmation of a school placement a school-based administrator shall collaborate with special program staff to create a transition plan.
 - d. Depending upon need, students may attend part-time.

Appendix

4.03A Mid-Year Out of Attendance Area Transfer Request Form

Related

6.10 Pre-Kindergarten

8.01 Transportation Services

8.07 Attendance Areas

Early Learning Intensive Supports (ELIS) Protocol (internal document)

Immigration Quick Reference <https://www.k12.gov.sk.ca/sdsprod/ImmigrationQuickReferenceGuide2019.pdf>
(Ministry of Education)

SSBA Good Neighbour Policy (2018) <https://saskschoolboards.ca/wp-content/uploads/Good-Neighbour-Policy-Advisory.pdf> (Saskatchewan School Boards Association)