



Turtle River School Division - Administrative Procedure

Section B – School Administration Admission of Students

The Public Schools Act has been amended to expand who is considered to be a resident pupil to include the following:

- a pupil who lives with a responsible adult who is not their parent or legal guardian (provided their parent or legal guardian is a Canadian citizen or a permanent resident),
- a pupil who lives with a parent or guardian who is a member of a visiting force or holds a work or study permit, or
- a pupil who is a refugee or a child of a refugee.

The Public Schools Amendment Act has lowered the compulsory school age from seven to six years. The age at which a child has the right to attend school is lowered from six to five years.

Before admitting new students to the school, the principal must:

1. Determine Residency

- a) Verify that the student is a resident of the Turtle River School Division in accordance with the Public Schools Act.
- b) If the student is not a resident, the “Admission of Non-Resident Students” policy shall apply.

2. Verify Residency Details

- a. Confirm the legal land description of the parents’/guardians’ residence to determine the appropriate bus route. The principal will:
 - Notify the transportation supervisor and request parents to contact them directly to arrange transportation.
- b. If the residence is on a bus route serviced by transportation to another school, the principal must:
 - Refer the parents to the school served by that bus route instead of registering the student.
 - If the parents insist on enrolling their child at the current school, direct them to meet with senior administration in the division office.

3. Superintendent Approval for Exceptions

- a. The superintendent may grant permission for students to enroll in a school not serviced by transportation, provided parents/guardians are informed that transportation will not be provided.
- b. The superintendent may also allow parents to meet a bus at a designated stop.

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4. Documentation and Communications
 - a. The superintendent will notify the secretary-treasurer and the transportation supervisor of any decisions made.
5. Parent Requests
 - a. All requests from parents must be submitted in writing and forwarded to the secretary-treasurer for processing.
6. Responsibilities of the Transportation Supervisor
 - a. The transportation supervisor is responsible for authorizing all transportation within the division and notifying all bus drivers of approved arrangements.
 - b. Bus drivers must not pick up students who lack proper transportation authorization.
7. Arrangements for Unavailable Transportation
 - a. If no transportation is provided to a school within the division, the transportation supervisor shall make appropriate transportation arrangements.
 - b. In the absence of the transportation supervisor:
 - The secretary-treasurer or superintendent may authorize interim transportation.
 - If neither can be reached, the principal may authorize interim transportation and inform the bus driver accordingly.
 - The principal must notify a senior administrator of their decision as soon as possible.
8. Emergency Situations

In emergencies or during extreme weather conditions, bus drivers are permitted to pick up pedestrians on their route.

Choice of Schools Within the Division

1. Parents/students have the right to choose their school in accordance with the guidelines established by Manitoba Education and Early Childhood Learning.
2. The following additional guidelines shall also apply:
 - Students must meet the bus along an existing route.
 - Bus routes may be extended or altered at the school board's discretion.
 - The principal may recommend a change of school if it is in the student's best interest.

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Choice of Schools Application Forms

Application Forms must be completed and sent to the principal of the school of choice no later than **May 15**. The receiving school must complete the form and distribute copies no later than **June 30**. Application forms are available:

<https://www.edu.gov.mb.ca/k12/schools/choice>

Choice of schools Out of the Division

1. Transportation may be provided to students attending a school outside the division under the school of choice policy if:
 - The change of school is deemed in the student's best interest.
 - The recommendation is provided in writing by the superintendent to the secretary-treasurer prior to the school change.
2. To qualify for transportation:
 - The student must meet the eligibility criteria for the transportation grant as outlined by Manitoba Education and Advanced Learning.
 - If ineligible for the grant, the transportation fee must be paid by the parent/guardian.
3. Fee Payment and Arrangements
 - The transportation fee must be paid in full or suitable arrangements must be made before the start of the school year.
 - If no communication or payment is received, the student will not be permitted to ride the bus.
4. Reimbursement and Reinstatement
 - If transportation services are no longer required, parents/guardians may request reimbursement by providing written notification.
 - Upon notification, the student will no longer be eligible to use bus services.
 - To reinstate bus services during the same year, parents/guardians must reapply, and prepayment of the transportation fee will be required.
5. Route Restrictions
 - Transportation will only be provided on existing bus routes. No new routes or additional transportation services will be created.
6. Policy Scope and Board Authority

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- This policy applies to all new students wishing to exercise school of choice starting from the fall term of 2015.
- The board reserves the right to deny transportation to and from school for any student exercising school of choice.

Admission of CIRNAC-Funded Students to Turtle River School Division

The Turtle River School Division may permit students funded by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) to attend schools within the division under the following conditions:

1. Capacity and Staffing

The division is not obligated to admit CIRNAC-funded students unless sufficient school accommodations and teaching staff are available beyond the needs of resident students.

2. Transfer of Funding

- a. Please contact the Turtle River School Division Office for information regarding the admission fees for non-resident students.
- b. Fee to be charged is equal to the total cost for educating the student.

3. School Resources and Impact

- The principal must determine that there is adequate space in the school and that the student's admission will not require additional staffing or resources.
- The transfer must not cause any disruption to the school environment.

4. Funding and Payment Schedule

- Funding is to be transferred on a per-semester basis.
- The secretary-treasurer will establish a payment schedule once the CIRNAC-funded student has been accepted.

Admission of Non-Resident Students

This policy applies to students who do not qualify under the Choice of Schools or program legislation.

1. Definition of a Non-Resident Student

A "non-resident" student is a student whose parents or guardians do not reside within the boundaries of the Turtle River School Division.

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2. Admission Requirements

- a. The board must admit non-resident pupils under the conditions outlined in the Public Schools Act.
- b. The board is not obligated to admit a non-resident pupil unless there is sufficient school accommodation and teaching staff available beyond the needs of resident students.

3. Inter-Division Agreements

- a. Turtle River School Division may enter into reciprocal agreements with other school divisions to facilitate the transfer of students between divisions.
- b. Residual costs may be waived if an agreement is reached between the involved school divisions.

4. Non-Resident Fees

- a. Please contact the Turtle River School Division Office for information regarding the admission fees for non-resident students.
- b. Federal students, out of province students, and foreign students:
Fee to be charged is equal to the total cost for educating the student.

Admission of Foreign Exchange Students

1. Tuition Fees

Foreign exchange students will be charged the full tuition fee, reduced by the pro-rated grants provided by Public Schools Finance, as outlined in the Department of Education and Training schedule.

2. Acceptance Limitations

- a. A maximum of two foreign exchange students may be accepted per school.
- b. Students will only be admitted if the principal determines that their presence will have a positive impact on the school.

3. Registration and Fee Payment

- a. Registration for foreign exchange students must be completed by May 15.
- b. All fees must be paid in advance, either in full or through monthly or scheduled installments (two or three payments).
- c. The secretary-treasurer will establish the payment schedule and terms.

4. Eligibility for Graduation Awards

Foreign students (non-Canadian) are not eligible to receive graduation awards.

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Guidelines for Registering Students Placed in Foster Care by Agencies

Turtle River School Division is committed to providing quality educational programming within the most supportive learning environment for all students, including those with unique or exceptional needs.

The following guidelines and procedures are designed to support the registration of children placed in foster care by government agencies. These measures aim to:

- a. Facilitate a smooth transition to the new school.
- b. Ensure appropriate educational programming, services, and supports are in place to meet the student's needs.

Registration Procedures

1. Purpose and Objectives

- a. To provide school personnel with the necessary information, time, and resources to plan and implement suitable programs and services.
- b. To ensure that the student's educational and personal needs are addressed promptly and effectively.

2. Collaborative Approach

- a. A collaborative effort between the school and the agency responsible for the student's placement is essential.
- b. This partnership ensures that the student's unique needs are met in a safe, supportive, and growth-oriented learning environment.

3. Implementation of Supports

- a. Educational programming and any required services or accommodations will be tailored to promote the student's well-being and academic success.
- b. Staff will work closely with agency representatives to create a transition plan that prioritizes the student's safety, security, and developmental growth.

By fostering collaboration and planning, these guidelines aim to provide foster care students with a positive and enabling educational experience within Turtle Rive School Division.

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Special Needs Student Placement

Criteria for Special Needs

The student requires program modifications, special assistance, or additional materials and staffing.

Registration and Support Process:

1. The child's worker must contact the student services coordinator before registration.
2. Necessary documentation must be provided to:
 - a. Ensure proper placement and educational programming.
 - b. Arrange for supports, materials, and staff.
3. Collaboration is needed among the social worker, foster parents, school team, and other professionals to plan and execute appropriate educational programming.
4. Ongoing support must be provided for medical and therapeutic interventions.
5. Allow up to 2 weeks before the student starts school to prepare programming, materials, staffing, and training.

In cases where a child is apprehended, the case worker is responsible for informing the principal.

This structured approach ensures that the unique needs of foster children are met while maintaining smooth transitions into the school system.

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