



# Halton District School Board

## Application for Grade 8 into Grade 9 Optional Attendance

### Procedures and Conditions

It is a general expectation that students attend the secondary school designated for their attendance area for their Grade 9 year.

1. Application forms are to be obtained from, and returned to, the **home secondary school** by the parent or student prior to **February 11**.
2. Consideration for placement in the requested school is based on:
  - a) availability of student spaces; b) maintenance of program viability; c) reasons for the request; d) order in which applications are received, e) availability of internal resources.
3. It is understood that:
  - a) **approval of this request is for one year only**, and is subject to annual renewal at the discretion of the principal
  - b) parents requesting optional attendance will speak with the **home secondary school** principal prior to submitting an Optional Attendance application form to the **home secondary school**. Upon receipt, the home school principal will discuss and forward the application to the principal of the requested school.
  - c) If the request is granted, **the Board will not provide transportation for the student**.
4. The requested school principal will contact the applicant regarding the decision by February 29 -- attach Appendix I

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

**When complete forward copies to: Applicant and Home School (Superintendent - denied only)**