

Application Form  
Course Registration at Non-home School

The opportunity to access courses at schools other than a student's home school has been provided to meet students' needs and interests. Please fill in the information below and read the application completely before handing in to your home school counselor.

Name:	Grade:	Student #
Address:	Phone (H)	
	(W)	
Home School:	Parent Contact:	
	Email Address:	
Course Requested:	Course Requested:	
School:	School:	

Application & Acceptance Process

1. Student sees home counselor regarding course selection.
2. Student fills in application for courses offered at non-home school.
3. Applications are collected and reviewed by Secondary Administration Team.

- Selection Criteria
- Student needs course for graduation
  - Student wants to take a course related to career interests
  - Student has a good record of attendance and discipline
  - Enrolment numbers are conducive to quality learning environment
  - Date student applies is also considered

4. Students will be contacted re; acceptance, waitlist or non-acceptance.
5. At the start of the school year, the non-home school administration will meet with the students taking courses at their school to review school schedule, expectations, etc.

**It is our hope that students who desire to register for courses at another school have a sincere interest or need. For that reason, each student who is accepted needs to follow the expectations outlined below.**

1. All school rules apply. Where home school rules differ from non-home school (ie: no hats), the student will abide by the rules of the non-home school at all times.
2. Students must attend all classes with a good effort and attitude. Where a student has been away, a parent/guardian needs to phone **BOTH** schools or provide the student with a note of explanation.
3. Counseling and student services will be provided at the home school only.
4. Regular school fees will be paid at the home school, but fees applicable to the course taken at the non-home school will be paid there.
5. As bus transportation has been provided, students are expected to ride the bus in a safe manner and due to parking limitations at all schools, should not be driving by private vehicle unless previously arranged with the school administration.

Any concerns with behaviour or attendance at the non-home school will be dealt with by the administration at that location and if problems continue to occur, the home school will be contacted. Further concerns may result in the student being removed from the course(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature