



302.5AP Out-of-Division Program Placement Agreements

APPROVED: 2012.06.20 (1996.08.21)

AMENDED: 1997.04.16

REVIEWED: 2020.01.24

LEGAL REFERENCE:

- Alberta Education Guide to Education K- 12

PROCEDURES:

1. The following criteria will be taken into consideration when determining whether an out-of-division program placement is warranted.
 - 1.1 The appropriate educational program cannot be provided by the Division.
 - 1.2 The student qualifies as a funded student under Alberta Education guidelines as of September 30th of the school year.
 - 1.3 The parents are supportive of the out-of-division program placement
 - 1.4 The school is supportive of the out-of-division program placement.
 - 1.5 A recent individual psycho-educational, behavioral and/or achievement assessment, completed by a mutually agreed upon third party assessor, supports the need for the out-of-division program placement.
2. The agreement with another school authority will be based on the following criteria:
 - 2.1 If the out-of-division program placement is significantly different from the program offered by the Division, the support provided will be limited to the extent of the grant portions of the funding available.
 - 2.2 Continued support will be based on the student's success in the out-of-division program placement (i.e., academic, attitude, effort, attendance, etc.), the continued need for the program, and the Division's inability to provide such a program in-house.
 - 2.3 The Board may agree to access transportation and room and board funding for the student to the maximum provided by Alberta Education.

3. Regardless of the source of the request for out-of-division program placement, the first contact must be made with the Superintendent.
4. The Superintendent or designate, in consultation with the Director of Inclusive Learning, will within ten school days, determine whether or not to support the request.
5. The recommendation for out-of-division program placement will be presented to the Board at its next regularly scheduled meeting.
6. The decision of the Board shall be communicated in writing to the parents by the Superintendent within ten school days of the Board's decision.
7. If the request for out-of-division placement is not agreed to, the parents will be informed of their right to appeal the decision and the process to be followed.