administrative regulation

Child and Student Registration and Admission

Administrative Regulation No. 6090

Classification
Students

Effective Date
October 13, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- provide clarity and guidelines for Child and Student Admission and registration in CBE schools; and
- provide Admission guidelines for Child and Student wishing to attend a school other than their Designated School.

2 | Scope

This administrative regulation applies to:

- a Child wishing to attend a CBE Early Childhood Services program;
- a Student wishing to attend school within CBE; and
- employees involved in the registration and Admission of a Child or Student.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

4 | Principles

The following principles apply:

- CBE strives to provide continuity for individual Student registration and attendance where possible.
- CBE Attendance Area and registration practices align with the *Education Act.*
- Priority for Child or Student registration is given to those residing within the Designated Attendance Area.
- Alberta Education and Childcare guides CBE in regard to International Students.

5 | Definitions

Address: means the primary Address where the Independent Student or the Parent of a Child or Student ordinarily resides. A Child, Student or Independent Student may only have one primary Address. The primary Address is the only Address used for transportation regardless of a Child or Student's living/Parenting arrangements.

Admission: means the initial registration for an Early Childhood Services program or the initial registration for Grade 1-12.

Alternative Program: as defined by section 19(1) of the *Education Act*, means, an education program offered by CBE that:

a) emphasizes a particular language, culture, religion, or subject-matter, or

b) uses a particular teaching philosophy, and

c) is not a religious education program offered by a separate school board of that religious denomination, a Francophone education program or specialized supports and services under section 11 of the *Education Act*.

CBE: means The Calgary Board of Education.

Child: means a Child enroled in a CBE Early Childhood Services program.

Concurrent: means occurring or existing simultaneously.

Designated Attendance Area: means the identified geographical area for a specified school.

Designated School or Program: means the school or program to which a Child or Student is directed based upon the:

a) primary Address in which the Independent Student or the Parent of a Child or Student resides; or

b) a Child or Student's programming need.

Early Childhood Services (ECS): means a CBE education program provided to a Child, who as of September 1, is younger than six (6) years of age.

Enrolment Status: means a school designation of open, limited or closed that is based on the weighted school utilization rate and system need. Enrolment status is determined annually, as follows:

a) **Open Status** – schools below the weighted utilization rate of 85% may enrol Out of Attendance Area Students in accordance with the enrolment priority list as stated in this Administrative Regulation.

b) **Limited Status** – schools that have exceeded the weighted utilization rate of 85% but are still under 100%, may enrol Out of Attendance Area Students in accordance with the enrolment priority list as stated in this Administrative Regulation, in consultation with their education director.

c) **Closed Status** – schools have reached or exceeded the weighted utilization rate of 100%. No Out of Attendance Area requests will be accepted, excluding system need and in consultation with their education director.

Exchange Student: means a Visiting Student who is participating in a reciprocal exchange program organized either by Alberta Education and Childcare or privately. Alberta Education and Childcare defines an exchange program as a language or cultural exchange.

Independent Student: means a Student, as defined by section 1(1)(n) of the *Education Act,* who:

a) is 18 years of age or older; or

b) is 16 years of age or older; and

   i. lives Independently as determined in accordance with section 6 of the *Education Act*; or

   ii. is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act.*

International Student: means a Student who is legally entitled to be in Canada for the purposes of study and is not entitled, under section 3 of the *Education Act*, to have access to an education.

Lottery Priority Zone: means the defined area within a school's Designated Attendance Area identified by CBE, in accordance with lottery process criteria established by CBE, for the purpose of prioritizing Students in a school's lottery.

Non-Canadian Child or Student: means a Child or Student who has not obtained Canadian citizenship and includes:

a) landed immigrants (Permanent Residents);

b) refugees;

c) a Child of individuals who are lawfully admitted to Canada for permanent or temporary residence, or non-residents;

d) Non-Canadian Child of Canadian citizens or permanent residents; or

e) meets the provincial eligibility criteria as defined in the current Funding Manual for School Authorities, updated from time to time.

Non-Resident Student: means a Student who is not a Resident Student of CBE and includes a Student on a short-term visit of less than ten (10) days.

Official Student Record (OSR): means, in alignment with the Student Record Regulation, all information CBE collects and maintains which may affect the decisions made about the education of the Child or Student enroled with CBE. The OSR will contain information from any other school board the Child or Student has attended.

Out of Attendance Area: means the area that is outside of CBE Designated Attendance Area of a school.

Overflow School: means the school that a Child or Student from a school in lottery is designated to attend.

Parent: as defined by section 1(2) of the *Education Act.*

Resident Student of CBE: means a Student who has right of access to education as defined by section 3 of the *Education Act* and who as defined by section 4 of the *Education Act* means:

a) a Student where at least one Parent physically resides within the geographical boundary of CBE and at least one Parent is not of the Roman Catholic faith; and

b) an Independent Student who resides within the geographical boundary of CBE and who is not of the Roman Catholic faith.

School Division: means a School Division established under section 112 of the *Education Act*.

Sibling: means the brother or sister, including half-brother/sister and stepbrother/sister, designated to the same school or program.

Student: means a person identified in sections 1(hh) and 7 of the *Education Act* who is:

a) enroled in a school;

b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but

c) does not include a Child younger than 6 years of age who is enroled in an Early Childhood Services program.

Study Permit: means a document issued by Immigration, Refugees and Citizenship Canada that enables a Student to study legally in Canada.

Transfer: means the process utilized after an initial Admission and registration has been accepted for a Child in an Early Childhood Services program or a Student in Grade 1-12.

Transfer Process: means the processes consistent with Administrative Regulation 6091 | School Transfers utilized for Students requesting a move to a non-Designated School for the following:

a) Early Childhood Services program;

b) Grade 1-9 Students; and

c) Grade 10-12 Students.

Visiting Student: means a Student not registered as a Student in CBE who participates in a school program in CBE for a period of not more than ten (10) school days.

6 | Regulation Statement

Admission

1) The first priority for Admission to a CBE school is given to a Child or Resident Student of CBE who lives within the Designated Attendance Area of the school. Additional Admission priorities applicable under this administrative regulation are set out below. To be eligible for Admission, an individual must meet provincial eligibility criteria for a Child or Resident Student as defined in the current Funding Manual for School Authorities, as updated from time to time.

2) Admission priorities for specialized classes, unique settings and Alternative Programs follow the processes and procedures for those classes, settings or programs.

3) Non-Resident Students are not accepted into schools with Closed or Limited Enrolment Status or that are in the lottery process, except where direction has been issued by Alberta Education and Childcare to designate Non-Resident Students from specific communities or geographic areas to CBE schools. Non-Resident Students may be accepted to Limited Enrolment schools.

4) Consistent with Administrative Regulation 6091 | School Transfers, the resident Independent Student or the Parent of a Child or Resident Student of CBE who chooses to Transfer to or enrol in a non-CBE school, the choice of school will remain in effect for the duration of the school year.

Admission | Early Childhood Services Program

5) A Child, whose Parent resides in Alberta, may be enroled in an ECS program consistent with section 6(8) of this regulation subject to the following; and

   a) If ECS registration is at the Designated School, the Child will be registered into grade 1 at the same school automatically, or

   b) If ECS registration is not at the Designated School, the Child's registration is for the current year only and Admission for Grade 1 will be subject to sections 6(9) and 6(10), or

   c) If the Child is a Non-Resident Student, the enrolment will be for the current year only and Admission for Grade 1 will be subject to 6(11) and 6(12).

6) A Child who attains the age of five (5) years of age as of December 31 may be enroled in an ECS program in CBE at the commencement of the fall term of that calendar year.

7) Any exceptions to the ECS age eligibility requirements will be addressed on a case-by-case basis and made with the approval of CBE's Early Learning team.

8) The principal will consult with the superintendent of School Improvement or a delegate to determine if space and resources are

available in the requested ECS program. The priority order for Admission of a Child, is as follows:

a) **Priority One** - a Child residing in the attendance area of the school;

b) **Priority Two** - Siblings enroled at the school or in the program; Concurrently;

c) **Priority Three** - other Alberta Child; and

d) **Priority Four** - other Canadian Child.

Admission | General Eligibility Grade 1-12

9) A Student will be provided Admission to a school in CBE in that school year if the Student is:

a) at September 1, six (6) years of age or older and younger than nineteen (19) years of age; and

b) a Resident Student of CBE who is:

i. a Canadian citizen;

ii. a permanent resident;

iii. a Child of a Canadian citizen; or

iv. a Child of an individual lawfully entitled to be or remain in Canada for permanent or temporary residence; and

v. the Parent resides in Alberta as per section 4(1) of the *Education Act* but does not include a tourist or visitor to Alberta (*Education Act*, section 1(4)(a)).

10) Notwithstanding clause 6(6), a Student who is five (5) years eight (8) months of age on September 1 may be enroled in Grade 1.

Non-Resident Admission

11) Grade 1-9 Non-Resident Students may only request Admission at a school for which their attendance area is the Designated School.

Grade1-9 Non-Resident Students | Requesting Admission

12) The principal will consult with the superintendent of School Improvement or a delegate to determine if space and resources are available at the Designated School or in a requested program. The priority order for Admission of Non-Resident Grade 1-9 Students, after the Admission of Resident Students, is as follows:

a) **Priority One** - Siblings of CBE Students already enroled at the school or in the program;

b) **Priority Two** - Students resident of The Calgary Catholic Separate School Division;

c) **Priority Three** - other Alberta Students;

d) **Priority Four** - other Canadian Students; and then

e) **Priority Five** - International Students.

Grade 10-12 Non-Resident Students | Requesting Admission

13) Once the High School Transfer Process is completed, as per AR 6091 | School Transfers and the High School Transfer Process document, education directors will determine if space and resources are available to admit Non-Resident Students in the following order of priority:

a) **Priority One** - Students resident of The Calgary Catholic Separate School Division;

b) **Priority Two** - other Alberta Students;

c) **Priority Three** - other Canadian Students; and then

d) **Priority Four** - International Students.

Unresolved Suspension and Expulsion

14) A Student under an unresolved suspension or expulsion from a school in CBE or other School Division may not be enroled or considered for registration until:

a) the suspension is resolved; or

b) alternative arrangements are made with the appropriate Superintendent of School Improvement CBE-delegated person in accordance with Administrative Regulation 6007 | Suspension and Expulsion.

Student Grade Placement

15) CBE places Students primarily by age at registration. In addition to the consultation with the Independent Student or Parent of a Student, there may be exceptional circumstances in which Students, such as those from home education or out of country schools, may be assessed to determine the grade placement.

Grade Configuration

16) Grade configurations of a school are subject to change based on system planning and accommodation decisions. This may require a change to out of Designated Attendance Area Student registration prior to the end of the grade configuration or program duration.

7 | Procedure

Registration

1) Child and Student annual registration requires:

   a) valid proof of age, legal name and citizenship as identified by the following:

      i. Alberta Birth Certificate;

      ii. Canadian Birth Certificate;

      iii. Canadian passport;

      iv. Canadian Citizenship Certificate; or

      v. Canadian Certificate of Indian Status.

   A court order may be used to prove the legal name and age of the Student but will not be accepted as proof of citizenship and further documentation would be needed.

   b) proof of residential Address of the Independent Student or the Parent of a Child or Student;

   c) completed registration form:

      i. Student Registration Form - Early Childhood Services – effective September 2021;

      ii. Student Registration Form - Dependent Student; or

      iii. Student Registration Form - Independent Student; and

      iv. signature of the Independent Student or the Parent of a Child or Student.

   d) A copy of the documentation verifying the age, legal name and citizenship of the Child or Student shall be included in the Official Student Record and reviewed, updated and signed by the Independent Student or the Parent of a Student annually through the Student Demographics Verification Form.

2) Only the Independent Student or the Parent of a Child or Student has legal authority to make educational decisions for a Child or Student, including registration.

Independent Student

3) An Independent Student may use a driver's license as proof of age.

Child/Student Living with Non-Legal Guardian

4) If a resident Child or Student lives with a non-legal guardian, the Parent is to provide a written summary of the current family status such as where the Child or Student is living and who is providing day-to-day care for the Student. The written summary does not provide legal authority to the caregiver to make educational decisions.

5) If a Child or Student is living with a non-legal guardian, the Parent must continue to provide all direction and/or educational decisions until court

documentation is provided indicating the current caregiver has legal authority to make educational decisions and access a Child or Student's information.

Child or Student Who Self-Identifies as Indigenous

6) A Child or Student who self-identifies as Indigenous may be registered by the current caregiver provided that:
   a) the current caregiver provides a letter from the legal guardian designating caregiver status to that person;
   b) a copy of the letter designating caregiver status is included in the Official Student Record, reviewed and updated annually; and
   c) all other requirements of Admission and registration are met.

Parents Reside in Different School Divisions

7) If each Parent of a Child or Student is a resident of a different School Division:
   a) the Parents shall choose, in writing, one of the School Divisions in which to enrol the Child or Student;
   b) the choice of the Parents shall remain in effect for the duration of the school year in which the choice was made; and
   c) the Child or Student must attend the School Division chosen by the Parents.

8) If the Parents, referred to in section 7(7) of this part of this administrative regulation, do not make a choice of School Division, the Minister shall designate the Child or Student's residence to be the board of a School Division of which one Parent is a resident.

Non-Canadian Student

9) Registration for a Non-Canadian Child or Student must go through the CBE Welcome Centre.

10) If the Child or Student is eligible for registration and all applicable registration requirements have been met, the CBE Welcome Centre will designate the Child or Student to the Designated School based on the Designated Attendance Area.

International Student Admission

11) International Student Admission and registration must be coordinated through Global Learning, who is responsible for International Student Admission, and requires the following:
   a) a completed application form;
   b) proof of custodianship;
   c) payment of applicable international fees; and
   d) a valid Study Permit.

12) Once an International Student has received a letter of acceptance from CBE, the Student will be designated to a school that has Open or Limited Enrolment Status after the High School Transfer Process for Grade 10-12 or the Transfer Process for Grade 1-9 has taken place as per Administrative Regulation 6091 | School Transfers.

Student Exchanges | Approved/ Reciprocal

13) A Student who is part of an approved reciprocal Student exchange, may attend a school in CBE if:

a) the exchange is approved by both the principal of the host school and the education director responsible for International Student Admission;

b) arrangements have been made for local custodianship of the Student;

c) evidence has been provided to the principal that the Student is covered by health insurance for the duration of the exchange; and

d) the Alberta Education and Childcare Reciprocal Student Exchange Approval form has been completed.

14) An Exchange Student must be admitted and registered as a Student of CBE and may be evaluated for assignments, marks and/or high school credits.

15) Exchange Students are subject to CBE administrative regulations and all school rules.

New to CBE Resident Grade 1-9 Student Requesting Out of Designated Attendance Area Enrolment

16) A Student new to CBE requesting an out of Designated Attendance Area enrolment for Grade 1-9, must first enrol at the Designated School for the attendance area. Once enroled, the Parent will follow the Transfer Process in Administrative Regulation 6091 | School Transfers.

Notification for Out of Attendance Area ECS Child

17) Principals will confirm, by June 1, if the registration for the new out of the Designated Attendance Area Child is accepted or if that Child must remain at the Designated Attendance Area school.

Notification for Out of Designated Attendance Area Resident Student

18) Grade1-9 principals will confirm, by May 1, if the registration for the new out of Designated Attendance Area Resident Student is accepted or the Student must remain at the Designated Attendance Area school.

Notification for Non-resident Students

19) Principals must wait until the end of the first week of school to accept any new Grade 1-9 Non-Resident Students consistent with this administrative regulation.

20) A Non-Resident Grade 1-9 Student who is not accepted will be notified by the principal or designate that they are not successful.

21) Notifications for new Non-Resident Grade 10-12 Students requesting Admission will be consistent with section 6(13).

After end of September

22) Any new Resident or Non-Resident Student wanting to enrol after the last operational day in September must have approval of the superintendent of School Improvement or delegate to determine if space and resources are available prior to enroling a Student in a school.

Annual Review of Registration| Non-Resident Students

23) Schools must annually review the enrolment of *current* Non-Resident Students and, prior to June 1, notify Non-Resident Independent Students or the Parent of Non-Resident Students of enrolment for the following year, either confirming enrolment in the current school or redirecting the Students back to their Designated School.

Documentation

24) Every effort to obtain documentation, consistent with section 7(1) of this regulation that verifies the legal name and age of the Child or Student is documented in the Student Information System.

25) Missing documentation verifying the legal name, age and citizenship of the Child or Student may result in adjustments to the Resource Allocation Model of the school.

26) Documentation of changes for a Child and Student during the school year, such as changes in legal guardianship, residence, contact information and emergency contact information occurs through the Student Information System (SIS) Student Demographics Verification Form, which must be signed and dated by the Independent Student or the Parent of a Child or Student.

Change in Residence During the School Year

27) If the Independent Student residence or the Parent of a Student residence changes after the commencement of the school year, the Independent Student or the Parent of a Student must designate, in writing, the Student to be a resident of the board of the School Division in which the Student resided either immediately before or after the change.

28) If the residential Address of an Independent Student or the Parent of a Student changes during the school year such that they are in a different CBE Designated Attendance Area, the Student may:

   a) remain registered in the current school or in order to complete their school year, on the condition that transportation is provided by the Parent or Independent Student; or

   b) register in the Designated School or Alternative Program for the new residence, unless:

      i. the Designated School or Alternative Program is Closed Enrolment Status for enrolment; or

      ii. the Student is registered in a specialized class.

29) If the Designated School, for the new residence of the Student, is Closed and subject to a lottery and overflow process, and the Student cannot be accommodated there, the Student will be designated to the applicable Overflow School.

30) If there is a change in residence for a Student currently attending an Alternative Program, the Student will be accepted in the Alternative Program designated to their residence, unless that Alternative Program is full. These situations are examined on a case-by-case basis.

31) If there is a change in residence for a Student registered in a specialized class, that Student remains in their current placement for that school year. Placements are reviewed annually.

Annual Review | Homeschooling Demographics

32) A copy of the Home Education Registration Form may be used for annual review provided the Home Education Registration Form contains the same information required on the Student Information System (SIS) Student Demographics Verification Form.

Lottery - Limited or Closed Enrolment Status | ECS- Grade 12

33) A Child or Resident Student are entitled to attend their Designated School unless the Designated School has been placed in lottery status.

34) The school's education director and the director of Planning, in consultation with the school principal will determine the Enrolment Status of a school. A school may be identified as Open, Limited or Closed Enrolment Status.

35) Where CBE identifies a school as requiring a lottery, only Resident Students may be enroled in the following priority:

   a) **Priority One** – Students residing within the Lottery Priority Zone who have a Sibling that will be attending the same program in the same school Concurrently.

   b) **Priority Two** – Students living outside the Lottery Priority Zone who will have a Sibling in the same program in the same school Concurrently; or Students living within the Lottery Priority Zone who do not have a Sibling in the school.

   c) **Priority Three** – all other Students living in the Designated Attendance Area.

36) If Grade 1-12 Student registrations exceed available spaces in a school, the principal must utilize the current lottery process.

37) A Student who is unsuccessful in the lottery process will be designated to an Overflow School.

38) After the last operational day in September, once Grade 1-12 Resident Students register at their designated Overflow School as their regular school program, they will be added to the callback list.

   a) Non-Resident Students cannot be added to this callback list, except where these Students have been designated to specific schools because of direction issued by Alberta Education and Childcare.

39) Once the callback is completed, a Student refusing to return to the Designated School will remain at the school that Student is currently enroled in, and the Student is deemed an out of Designated Attendance Area Student at the Overflow School.

40) CBE retains discretion in administering the lottery process, including addressing operational issues and exceptional circumstances, provided that such discretion is exercised in a manner consistent with the *Education Act*, this administrative regulation, and principles of fairness.

Visiting Student

41) A Visiting Student may be permitted to visit a school if, in the principal's discretion, the visit is fully compatible with:

a) the normal operation of the school;

b) the availability of resources at the school;

c) the availability of classes the Student proposes to attend; and

d) the visit does not exceed ten (10) consecutive days.

42) In addition to the conditions in this regulation, the principal may impose any conditions they consider appropriate relating to the Student's visit in a school.

43) A Visiting Student is not a registered Student of CBE and will not be evaluated for assignments, marks or high school credits.

44) A Visiting Student must agree, with written consent by the Student and the Parent, to be subject to CBE administrative regulations and all school rules.

Fees | Admission

45) The following categories of Students must pay applicable Admission fees prior to attending school:

a) International Students;

b) a Child or Student whose Parents are not resident in Canada;

c) a Child or Student whose Parents do not reside in Alberta; or

d) Students who are nineteen (19) years old or older accepted by CBe-learn or Chinook Learning Services.

Fees | Alternative Programs

46) CBE may charge a fee for an Alternative Program.

8 | History

Approval	AR 6091 December 19, 2005 (deletion) AR 6094 September 1, 2004 AR 6090 June 14, 2002 (originally AR 3017) AR 3017 A: May 13, 1963	
Revision/Review Dates	Feb 15, 2003, Oct 10, 2003, Sept 1, 2004, Sept 1, 2005, Jan 17, 2012 Dec 4, 2015, Aug 31, 2020, Jan 21, 2021, Dec 16, 2024, Feb 7, 2025, October 2, 2026	AR 3017A: Nov 26, 1991, May 24, 1994, Jun 14, 2002, Feb 15, 2003, May 13, 2003, Sept 1, 2004, Dec 19, 2005
Next Review	October 2031	

9 | Related Information

Administrative Regulations

- AR 6000 | Independent Students
- AR 6024 | Student Records
- AR 6091 | School Transfers
    - Request for Transfer | ECS to Grade 9
    - High School Transfer Request
- AR 6095 | Student Transportation

Legislation

- *Education Act*, S.A. 2012 c. E-0.3