



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**CRITERIA FOR THE ADMISSION AND ENROLMENT
OF STUDENTS AND THE APPLICATION OF
SCHOOL BOUNDARIES - 2024-2025 SCHOOL YEAR**

(deposited for consultation on October 11, 2023)
(approved on December 13, 2023)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of all genders.

LEARNING FOR ALL

CRITERIA



THE REGISTRATION PERIOD IS FROM: MONDAY, FEBRUARY 5 TO FRIDAY, FEBRUARY 16, 2024.

STUDENTS WHO ARE CURRENTLY REGISTERED AT THE CENTRAL QUÉBEC SCHOOL BOARD MUST REGISTER ON-LINE USING THE MOZAÏK-PORTAL APPLICATION.

STUDENTS NEW TO CQSB MUST REGISTER BY COMPLETING A HARD COPY OF THE APPLICATION FORM AVAILABLE AT SCHOOLS.

1) The elementary and secondary schools under the jurisdiction of the Central Québec School Board will accept requests for admission and enrolment for students who reside on the territory of the School Board and:

- Have attained the age of admission as defined by the Education Act or who have obtained a derogation of age¹ requirement prior to their first day of school. Students who have requested a derogation of age requirement but have not received approval from the School Board will not be permitted to attend school;
- Have been informed by the Ministry of Education that they are eligible for English-language education. Students who have not received such notification from the Ministry will not be permitted to attend an English school until notification is obtained;
- Have provided a copy of all documents required by the School Board.

2) Requests for students living on the territory of another school board must obtain the approval of their territory's school board and the Central Québec School Board prior to registering.

3) For kindergarten and elementary students wishing to attend La Tuque High, Mauricie English Elementary, Shawinigan High, St. Patrick (Thetford Mines), Portneuf Elementary, Riverside Regional Elementary and MacLean Memorial schools, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.

4) a) For secondary level students wishing to attend A. S. Johnson Memorial High, Dollard-des-Ormeaux, La Tuque High, MacLean Memorial, Riverside Regional High School, Shawinigan High School and Three Rivers Academy, all requests for admission and enrolment meeting the criteria outlined in Section 1 above will be accepted.

b) For secondary level students wishing to attend either Québec High or St. Patrick's High Schools in Québec City, all requests for admission that meet the criteria outlined in Section 1 above will be accepted. Students will be enrolled in a school subject to the following guidelines:

i) Students currently attending Quebec High School or St. Patrick's High School

Students who attended either Quebec High School or St. Patrick's High School during the current school year may register at the school of their choice for the following year. Requests for registration need to be made by parents in Mozaïk-Portal during the CQSB Registration

¹ School principals, secretaries, professionals or any other personnel dealing with the registration of students are encouraged to read the *Procedures Concerning Requests for a Derogation to the Age of Admission to Preschool and Primary Education*. This document is found on the CQSB Website.



Period. A *Cross-Boundary/Transfer Request Form* will also need to be filled in by parents and sent by email to educationalservices@cqsb.qc.ca.

ii) Québec region Grade 6 students currently attending a CQSB school other than DDO Elementary School

Students attending a CQSB Elementary school located in the Québec City region other than Dollard-des-Ormeaux during the current school year, and who wish to register at either Québec High School or St. Patrick's High School, may apply to the school of their choice for Secondary for the following year. After January 15th of each school year and before the CQSB Registration Period, requests for the choice of school will be received through the school that the student is attending during the current school year. Parents will then need to re-register their child using Mozaïk-Portal during the CQSB Registration Period.

HOWEVER, all such requests received after the CQSB Registration Period must be sent to the Board for placement as per provisions in Section 4, b) iv B. This placement will be subject to approval from the Board depending on available space and resources at Québec High School or St. Patrick's High School.

iii) Students currently attending DDO

Students who attend DDO during the current school year, and who wish to register at QHS or St. Patrick's High School for the following school year may do so during the registration period on Mozaïk-Portal. A *Cross-Boundary/Transfer Request Form* will also need to be filled in by parents and sent by email to educationalservices@cqsb.qc.ca.

However, the conditions outlined in Section 5, b, i—bullet one concerning rights to transportation would apply.

iv) Students not currently attending a CQSB school

A. All requests for registration of students who meet the criteria in section 1 and who did not attend a Central Québec school during the current school year, including students from private schools or the French Sector, will be received and processed by the school of their choice. Requests must be received during the CQSB Registration Period. Requests that are mailed must be postmarked by midnight of the second-to-last day of the CQSB Registration Period.

B. All secondary students whose requests for registration are received after the CQSB Registration Period deadline will be assigned to a school by Educational Services. Assignments will be based on the availability of space at the school. A notification of the confirmation of the school to which the student has been assigned will be given to the parents by June 30th.

C. All current CQSB students whose requests are received after the CQSB Registration Period deadline will be subject to the provisions of paragraph B.

D. All requests for registration of students registered in the International Student Program (ISP) who meet the criteria in Section 1 will have their applications processed at the Board and will be assigned to a school by Educational Services.



- 5) a) Kindergarten and elementary students registering in the *Communauté métropolitaine de Québec* (CMQ) who meet the criteria outlined in Section 1 will be assigned to a school according to the territorial boundaries or catchment areas as determined by the Council of Commissioners²: Dollard-des-Ormeaux, Everest Elementary, Holland Elementary, Ste-Foy Elementary, New Liverpool Elementary School, and Valcartier Elementary schools.

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to choose which of the addresses will be their official address for school placement. The children will attend the school in that catchment area and transportation will be provided to and from the official address only.

- b) Requests for cross-boundary transfers, that is, the enrolment of a kindergarten or elementary student in a school other than the school to which he/she is assigned may be granted subject to the following:
- i) The granting of the request:
 - does not entitle the student to transportation;
 - cannot create oversized classes, oversized grade levels or oversized cycles within the chosen school according to maximum sizes;
 - does not guarantee that the student will receive the same type of service that is provided at the school to which the student was originally assigned;
 - cannot create any additional cost to the School Board;
 - will be granted only upon consultation with the school principal.
 - ii) *Cross-Boundary/Transfer Request Form* must be filled in by parents and sent by email to educationalservices@cqsbc.ca.

The School Board will render a decision and advise parents once the request has been processed by Educational Services.

- Requests received during the CQSB Registration Period: a decision will be communicated to parents by June 30th.
 - Requests received after the CQSB Registration Period: a decision will be communicated to parents by August 31st.
- iii) If spaces are available, they will be filled on a first come, first-served basis from amongst those who applied as stipulated in 5.b.ii).
 - iv) Academic and social factors may be taken into consideration when rendering a decision about transfers.
 - v) New families registering to the CQSB and requesting a cross-boundary transfer must first register their child with the school associated with their territory while also filling in a *Cross-Boundary/Transfer Request Form*. These requests must then be sent by email to

² See Appendix 1 for the description of the catchment areas.



educationalservices@cqsbc.gc.ca. Requests will be dealt with on a case-by-case basis, subject to the provisions under 5 b) i.

- 6) The Central Québec School Board recognizes that in the Metropolitan Québec City area, it may be necessary to transfer students from one school to another. This could occur when the educational services, as defined in the Basic School Regulation, needed for a student or group of students, are not offered in one school, but are in another. This could result in the transfer of the student to another school if it is in the best interest for their social, pedagogical, or psychological welfare as determined after an evaluation of the student by the School Board.
- 7) When the School Board is unable to provide services for a student, it may be necessary to enter into an agreement with another school board, a private school, or an institution under the jurisdiction of another ministry, for the provision of educational services in accordance with sections 213 and 214 of the Education Act.
- 8) All requests to transfer a student from one Central Québec school to another, within the same region and received after the CQSB Registration Period will be treated on a case-by-case basis by Educational Services, subject to the provisions under 5 b) i. A decision on the request will be determined after an evaluation by the School Board, taking into account the psychological and/or social considerations of the particular student.



Appendix 1 – Transportation and Enrolment Catchment Areas 2024–2025

1. For students attending the following schools, the territory for transportation purposes is determined by the French school board that provides transportation:

- La Tuque High School
- Shawinigan High School
- Mauricie English Elementary (Trois-Rivières)
- Three Rivers Academy
- St. Patrick Elementary School (Thetford Mines)
- A. S. Johnson Memorial High School (Thetford Mines)
- Portneuf Elementary School
- Riverside Regional Elementary School*
- Riverside Regional High School*
- MacLean Memorial School*

* *The Central Québec School Board organizes pupil transportation for some of the students attending these schools who live on the territory of municipalities where pupil transportation was provided during the 2023–2024 school year in accordance with the School Board's Transport Policy.*

2. For students attending the following schools, the territories established for transportation are as defined by the catchment area in the Find My School application, using a postal code or full address, at: <https://www.cqsb.qc.ca/en/web/cscq/find-school>

- i) **Québec High and St. Patrick's High Schools**
- ii) **Holland Elementary School**
- iii) **Ste-Foy Elementary School**
- iv) **New Liverpool Elementary School**
- v) **Valcartier Elementary School**
- vi) **Dollard-des-Ormeaux School (Elementary & High School)**
- vii) **Everest Elementary School**

Transportation to the above schools will be provided within the catchment area only and according to the stipulations of the Transport Policy.

3. In exceptional cases, students who are under the jurisdiction of the School Board but who reside off the territory defined for transportation purposes for the school which they are entitled to attend, may receive compensation from the School Board in accordance with the *ministère de l'Éducation du Québec (MEQ)* and School Board budget rules.

