



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**CRITERIA FOR THE ADMISSION AND ENROLMENT  
OF STUDENTS AND THE APPLICATION OF  
SCHOOL BOUNDARIES - 2026-2027 SCHOOL YEAR**

(deposited for consultation on October 1, 2025)  
(Approved on December 10, 2025)

CRITERIA

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

## 1. REGISTRATION PERIOD

- From Monday, February 2 to Friday, February 13, 2026

## 2. ADMISSION AND ENROLMENT CRITERIA

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 age<sup>1</sup> requirement prior to their first day of school<sup>2</sup>. 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 CQSB.

When, under exceptional circumstances, the Central Québec 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.

## 3. HOW TO REGISTER

- Students who are currently registered at the Central Québec School Board (CQSB) must re-register online using Mozaik-Portal.
- Students new to CQSB must register by completing a hard copy of the application form available at school associated to their catchment area. 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.

### 3.1 Registration Process for Students Currently Registered at CQSB

#### 3.1.1 Kindergarten and Grade 1 to 5 Elementary Students

Kindergarten and Grade 1 to 5 Elementary students will be registered for the following school year in the same Elementary school they are currently attending, unless they are attending that school

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<sup>1</sup> The document *Procedures Concerning Requests for a Derogation to the Age of Admission to Preschool and Primary Education* is available on the CQSB Website.

<sup>2</sup> Derogation of age is not possible in K4.



under a cross-boundary request that was exceptionally accepted for the current school year. In that case, the student will be registered back in their school of territory for the following school year.

All students whose request for re-registration are received after the CQSB Registration Period deadline will be assigned to a school by the School Board. Assignments will be based on services offered and 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 30<sup>th</sup>. In the case of a late registration, school transportation is not guaranteed.

### **3.1.2 Grade 6 Students (registering in Secondary 1 for the following year)**

Students currently attending Grade 6:

- In a CQSB school located outside the Québec City region will be registered in the closest regional secondary school;
- At Dollard-des-Ormeaux School will be registered in Secondary 1 at Dollard-des-Ormeaux. Should a student want to register at Québec High School or St. Patrick's High School, they will first need to register at Dollard-des-Ormeaux and ask for a transfer request (refer to Section 4.1);
- In a CQSB school located in the Québec City region, including *Portneuf Elementary School*, but excluding *Dollard-des-Ormeaux Elementary School*, may apply to the secondary school of their choice for the following school year.

Before the CQSB Registration Period begins, requests for the choice of school will be received through the Elementary school that the student is attending during the current school year. In collaboration with school administrators, the School Board will place students in a Secondary school, taking into consideration their choice of Secondary school, the services offered and the availability of space in the school. Parents will then need to officially register their child using Mozaïk-Portal during the CQSB Registration Period.

However, all Secondary school choice requests not received or received after the deadline established by CQSB, must be sent to the School Board. Students will be assigned to a Secondary school by the School Board, based on services offered and availability of space at the school. In the case of a late registration, school transportation is not guaranteed.

### **3.1.3 Secondary 1 to 5 Students**

Students currently attending:

- Dollard-des-Ormeaux Secondary School or a CQSB Secondary school located outside the Québec City region will be re-registered in the same Secondary School for the following school year, unless:
  - The student is attending that school under a transfer request that was granted to them for the current school year. In this case, the student will be re-registered in their original school for the following school year;
  - The student requires services that are not offered in their actual school. In this case, the School Board will assign a school based on services offered and availability of space in the school.

Should a student registered at Dollard-des-Ormeaux School during the current school year want to register at Québec High School or St. Patrick's High School for the following school year, they will first need to register at Dollard-des-Ormeaux and ask for a transfer request (refer to Section 4.1).



- Québec High School or St. Patrick's High School may register to the school of their choice for the following school year. Requests for registration need to be made by parents in Mozaïk-Portal during the CQSB Registration Period. Should a student request to change school, a *Cross-Boundary/Transfer Request Form* will also need to be filled in by parents and sent by email to [educationservices@cqsb.qc.ca](mailto:educationservices@cqsb.qc.ca). The School Board will assign a Secondary school based upon services offered and availability of space.

All students whose request for re-registration are received after the CQSB Registration Period deadline will be assigned to a school by the School Board. Assignments will be based on services offered and 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 30<sup>th</sup>. In the case of a late registration, school transportation is not guaranteed.

### **3.2 Registration Process for Students Who Are not Currently Registered at CQSB**

All requests for registration of students who meet the criteria in Section 2 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 catchment area. Requests must be received during the CQSB Registration Period. Requests that are mailed must be post-marked by midnight of the second-to-last day of the CQSB Registration Period.

All students whose registration requests are received after the CQSB Registration Period deadline will be assigned to a school by the School Board. Assignments will be based on services offered and 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 30<sup>th</sup>. In the case of a late registration, school transportation is not guaranteed.

#### **3.2.1 New Kindergarten and Elementary Students in the Québec City Region**

Kindergarten and Elementary students registering in the Communauté Métropolitaine de Québec (CMQ) who meet the criteria outlined in Section 2 will be assigned to a school according to the territorial boundaries or catchment areas as determined by the Council of Commissioners<sup>3</sup>: Dollard-des-Ormeaux, Everest Elementary, Holland Elementary, Ste-Foy Elementary, New Liverpool Elementary, and Valcartier Elementary Schools. School assignments will also take into consideration the services offered and the availability of space in the school.

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 in accordance with the CQSB Transportation Policy.

#### **3.2.2 International Student Program (ISP)**

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<sup>3</sup> See Appendix 1 for the description of the catchment areas.



All requests for registration of students registered in the International Student Program (ISP) who meet the criteria in Section 2 will have their applications processed at the School Board and will be assigned to a school by the School Board.

## 4. SCHOOL TRANSFER

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.

Should a student be transferred after the Registration Period from one school to another:

- At the parent request: School transportation will not be provided by the School Board<sup>4</sup>.
- At the School Board's request due to services needed or availability of space: Transportation may be provided following a School Board consultation with the Transportation department, in concordance with the CQSB Transportation Policy.

### 4.1 Transfer Requests Received During the Registration Period

#### 4.1.1 Parents Request for a Cross-Boundary Transfer (Kindergarten and Elementary Students)

Requests for cross-boundary transfers, that is, the enrolment of a kindergarten or elementary student in a school other than the school to which they are assigned by their catchment area, will be filled on a first come, first served basis. Only requests of humanitarian nature will be taken into consideration by the School Board, upon consultation with the school administration, and may be granted subject to the following:

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 services that are provided at the school to which the student was originally assigned;
- cannot create any additional cost to the School Board.

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 be sent by email to [educationservices@cqsb.qc.ca](mailto:educationservices@cqsb.qc.ca). Request will be dealt with on a case-by-case basis, subject to the provisions specified above.

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<sup>4</sup> If the circumstances surrounding the humanitarian request and the transportation services are available, the request may be reviewed by the Transportation committee.



#### **4.1.2 Parents Request for a School Transfer (Secondary Students)**

Requests for transfers from a CQSB Secondary school to another CQSB school will be granted upon availability of services and space in the school.

Depending on their official address, grade 6 students from Dollard-des-Ormeaux who would request a transfer for the following school year to attend either Québec High School or St. Patrick's High School may be provided with school transportation based on the modalities and protocols established by the CQSB Transportation Policy.

#### **4.2 Transfer Requests Received After the Registration Period**

All requests to transfer a student from one Central Québec school to another within the same region that are received after the CQSB Registration Period will be treated on a case-by-case basis by the School Board, subject to the provisions under 4.1.1. A decision on the request will be determined after an evaluation by the School Board, taking into account the humanitarian nature of the request and the services and space available in the school. In this case, school transportation is not provided, unless under special circumstances, pending review of the CQSB Transportation committee.

#### **4.3 Procedure for Requesting a Cross-Boundary Transfer**

*Cross-Boundary/Transfer Request Forms*, available on the CQSB website, must be filled in by parents and sent by email to [educationalservices@cqsb.qc.ca](mailto:educationalservices@cqsb.qc.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 30<sup>th</sup>.
- Requests received after the CQSB Registration Period: a decision will be communicated to parents by August 31<sup>st</sup>.



## **Appendix 1 - Transportation and Enrolment Catchment Areas 2026-2027**

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 2025-2026 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/trouvez-votre-ecole>

- 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.

