

## EXTERNAL PLACEMENTS

### Background:

The Division is responsible to provide each of its resident students with an educational program consistent with provincial requirements and the educational needs of the student. External placements shall be considered only when the Division is not able to meet the basic educational needs of a student who is a resident student of the Division.

### Definitions:

#### Resident Student:

is an individual who is entitled to have access to an education program under section 3 of the *Education Act* and whose parents reside within the geographic boundaries of the Division, as determined under section 4 of the *Education Act*.

### Procedures:

1. Parents or guardians or independent students may initiate a written request to the Superintendent for an external placement.
2. Prior to a decision for an external placement, the Superintendent shall direct Division staff to review the student's programming needs and placement options available in the Division.
3. If it is determined an external placement is required, the Division shall pay the non-resident tuition fee established by the receiving school authority.
4. If an external placement requested by the parent or guardian or independent student is deemed not educationally necessary by the Superintendent, in mutual agreement with the receiving school authority, the Superintendent may choose to transfer basic Alberta Education funding received on behalf of the student (less an administration fee) to the receiving school authority.
5. Any remaining costs would be the responsibility of the parent or guardian or independent student. If a parent or guardian or independent student disagrees with the Superintendent's decision regarding the external placement, the parent or guardian or the independent student may appeal to the Board as per [Board Policy 13: Appeals and Hearings Regarding Student Matters](#).
6. As per the *Education Act*, the Board's decision may be appealed to the Minister.
7. The external placement of a student shall be reviewed and approved annually.

### Reference:

Section 3, 4, 11, 44, 52, 53, 56, 59, 197, 222 *Education Act*