

CROSS ENROLMENT

Background

A student may need to complete part of their educational program in a given year by taking a combination of courses in other schools. This may be as a result of:

- The course that the student requires is not available in the regular school;
- The student is not having success with a course(s) taught in the regular school and requires a more independent approach;
- The student may have other commitments that make regular attendance at school difficult. This may include part-time work, raising children and commitments to athletics, fine arts or travel.

Procedures

1. A student who is registered in more than one school in the District, or in a district school and out of district school, is referred to as cross enrolled.
2. Each student who is cross enrolled must designate a School of Record. The responsibilities of the School of Record are:
 - 2.1. Reporting the student to the Ministry using the 1701 process;
 - 2.2. Ensuring the overall educational program of the student and for tracking the students' progress through to graduation;
 - 2.3. Preparing reports cards;
 - 2.4. Making appropriate arrangements for the students' participation in the governmental exams associated with the Graduation Program, Foundation Skills Assessment, Portfolio Assessment and Satisfaction Surveys.
3. Only one school, the School of Record, will report the student to the ministry during the 1701 process, unless the student is cross enrolled with The District's online learning school (Kootenay Discovery School). The School of Record will be determined by:
 - 3.1. The school at which the majority of courses are being taken;
 - 3.2. If there are an equal number of courses taken in each of the schools delivering services to a cross enrolled student, the parent of the student will designate the School of Record. The District will require that the parent submit their decision in writing.
4. Students cross-enrolled to The District's online learning school, Kootenay Discovery School (KDS), may be claimed by both schools during the 1701 process where allowed. This is usually at the Grade 10-12 level and is funded by course.

4.1. Student eligibility for cross enrolment with KDS is detailed in AP 230- Online Education and Adult Education

Reference: Sections 2, 3, 3.1, 7, 20, 22, 65, 74.1, 75, 75.1, 85 School Act

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