

ENROLMENT OF STUDENTS IN SCHOOLS OPERATED BY THE DEPARTMENT OF EDUCATION POLICY

Deputy Minister Approval:

 ASHLEY KAYSEAS

Effective Date:

JULY 13, 2026

GENERAL INFORMATION

The [Education Act](#) provides that Yukon students are entitled to receive an educational program that is appropriate to their needs in accordance with the Act and regulations.

The Act also provides each School Board with the authority to enroll students in schools operated by the School Board.

The Act further requires the Department of Education to enrol every other Yukon student in a school operated by the Department of Education.

Under the Act, the Minister of Education may establish any community or portion of a community as an attendance area and must assign each Yukon school that is operated by the Department of Education to an attendance area.

This policy applies only to the enrolment of students in schools operated by the Department of Education Schools Branch. It does not apply to the enrolment of students in those Yukon schools that are operated by a School Board.

PURPOSE

The purpose of this policy is to:

- establish the terms under which Yukon students will be enrolled in schools operated by the Department of Education; and
- establish a process for parents to request to enrol students in a school operated by the department that is different than the school assigned to the attendance area in which the student resides.

POLICY STATEMENT

Students attending schools operated by the Department of Education shall be enrolled in the school that is assigned to the attendance area in which the student resides.

A student may be enrolled in a school other than the school assigned to the attendance area in which they reside when:

1. the student is accepted in a French Immersion educational program, in which case they will be enrolled in a school at which French immersion educational programs are delivered provided that space is available for the student;
2. the student is accepted in a Catholic educational program, in which case they will be enrolled in a Catholic school, provided that space is available for the student;
3. space is not available for the student at the school that is assigned to the attendance area in which the student resides;
4. the school assigned to the attendance area in which the student resides is unable to provide the student with an educational program that meets their educational, health and safety, or other needs (there must be clear evidence that enrolling the student in another school is necessary in order to meet those needs); or
5. the student has siblings who are already attending that school.

Student Transportation

When a student has been authorized to enrol in a school other than the school assigned to the attendance area in which they reside, the student is entitled to student transportation in accordance with the provisions of the *Education Act* and the *Student Transportation Regulations*.

Enrolment in Out of Area School Without Approval

Should a student enrol in a school other than the school assigned to the attendance area in which they reside without obtaining authorization in accordance with the requirements of this policy, the Area Superintendent may notify the student's parents in writing of the revocation of the student's enrolment at that school for a future school year, and/or that the student is not entitled to student transportation from the Department of Education to attend that school.

Process for Requesting Enrolment Outside of Attendance Area

A parent must make a request to enrol a student in a school other than the school assigned to the attendance area in which they reside by submitting a written request using the 'Out-Of-Area Transfer Application' form.

The application form must include the reasons for the request, which should address the criteria for enrolling students in out of area schools set out in this policy (i.e. the student has a sibling(s) attending another school or the school the student attends cannot provide the student with an educational program that meets their educational, health and safety, or other needs).

The Area Superintendent of the receiving school will consider the request and provide the parent with a written decision approving or denying the request.

If the request is for the current school year, the decision will be made within two weeks of receiving the request, and if it is for the next school year it will be made by May 1 of the current school year. In circumstances in which these timelines cannot be met (e.g. additional information is required from the parent) the parent will be provided with a reasonable timeline within which the decision will be made.

In making their decision the Area Superintendent will consider whether the reasons provided for the request meet the criteria set out in this policy (see above), and whether there is sufficient space available at the school over the length of time that the student would attend the school. The Area Superintendent's decision will include an explanation of the reasons for the decision.

If the request is approved the student will be enrolled at the school on the condition that if space becomes limited at the school such that students residing in the attendance area of the school cannot enrol there, the Superintendent may give notice and revoke an out of area student's enrolment at that school for a future school year. This condition will be included in the Area Superintendent's written decision.

Appeal of Decision of Area Superintendent

If the request is denied, the parent may appeal the decision to the Assistant Deputy Minister, Schools and Student Services Branch for a final decision.

The parent's right to appeal and the requirements for making the appeal will be included in the Area Superintendent's written decision denying the parent's request. This must include the contact information (e.g, telephone number, e-mail address, mailing address) of the person the parent must contact for the appeal.

The parent's right to appeal the decision is subject to the following requirements:

- The parent must appeal the decision within 14 days of their receipt of the Area Superintendent's written decision.
- The parent must provide the reasons for the appeal (as well as any other relevant information that they wish to be considered as part of the appeal), which should address the criteria for enrolling students in out of area schools set out in this policy (see above). The parent may provide the reasons/information verbally or in writing.
- The Assistant Deputy Minister, Schools and Student Services Branch will issue a written decision on the appeal within 14 business days of receiving the reasons/information for the appeal from the parent. If the parent does not provide any additional reasons or information, the decision will be made within 14 days of the receipt of the parent's appeal.
- In circumstances in which these timelines cannot be met (e.g. additional information is required from the parent) the parent will be provided with a reasonable timeline within which the decision will be made.
- The Assistant Deputy Minister's decision is final and will include an explanation of the reasons for the decision.

ROLES AND RESPONSIBILITIES

Parents are responsible for requesting to enrol a student in a school other than the one assigned to the attendance area in which the student resides and for appealing denial decisions in accordance with the requirements of this policy.

The **Area Superintendent** of the receiving school is responsible for deciding whether to permit a student to be enrolled at a school other than the school assigned to the attendance area in which a student resides in accordance with the requirements of this policy.

The **Assistant Deputy Minister, Schools Branch** is responsible for deciding appeals filed by parents in accordance with the requirements of this policy.

APPLICATION

This policy applies to Yukon students enrolling in schools operated by the Department of Education Schools and Student Services Branch.

This policy does not apply to Yukon students enrolling in a school operated by the Commission scolaire francophone du Yukon (see [CSFY Policy 3.1 Admissions](#)) or the First Nation School

Board (see the [Agreement Respecting Education and the Establishment of a First Nation School Board in Yukon](#)).

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, a decision may be based on the individual merits and facts of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective April 24, 2026.

PERIODIC REVIEW

This policy shall be reviewed from time to time to ensure that it remains relevant and up-to-date, and may be amended as required.

LEGISLATIVE AND POLICY REFERENCES

Education Act s. 10, s. 11, ss. 34 (a), s. 47, s. 58, s. 63.

Student Transportation Regulations O.I.C. 1991/69.

Ministerial Order M.O. 1990/03 (as amended).

Provision of Educational Programs to Yukon Resident Students Policy

HISTORY

Enrollment of Students in Yukon Schools Policy, effective August 20, 2019, amended August 24, 2026.