



APPLICATION FOR STUDENT TRANSFER

(see reverse for useful information)

A. TRANSFER INITIATED BY:	Parent _____	Student _____	Principal _____
Effective Date of Transfer:	Immediately _____	OR (month/year) _____	

B. TO BE COMPLETED BY THE PARENT(S)/STUDENT:	
Name of student: _____	Date of Birth: _____
Address: _____	
Parent's telephone: Home _____ Work _____	
Living in attendance area of _____ School _____	
School currently attending: Same as above _____ or _____	
Present level or grade: _____ Expected level or grade next September: _____	
School to which transfer is requested: _____	
Parent Comments: _____	

Note: Student is not to be registered at a new school until receiving principal approval or appeal decision has been given and until all outstanding fees have been paid.	
PARENT(S)/STUDENT DECLARATION:	
a) I understand that transportation may not be available for my child/me.	
b) I understand that students wishing to re-enrol in grade 10 or entering grade 11 or 12 may not be eligible for inter-school athletics.	
(These student athletes/parents must also complete Form 410(1): Secondary School Athletic Eligibility: Cross-Boundary Students.)	
Date: _____	Signature: _____
Parent	Student

The following sections must be completed in order. If parent(s)/student(s) requests the transfer, it is their responsibility to ensure that all sections are complete.

C. TO BE COMPLETED BY THE CURRENT PRINCIPAL:	
This transfer is requested by the parent(s)/student: _____	By the current principal: _____
I have discussed the transfer with the parent(s)/student.	Date: _____
I have discussed the transfer with the receiving principal.	Date: _____
Comments: _____	

Date: _____	Signature: _____
(Current Principal)	

D. TO BE COMPLETED BY THE RECEIVING PRINCIPAL:	
I have discussed this transfer with the parent(s)/student.	Yes _____ No _____
I have discussed this transfer with the current principal.	Yes _____ No _____
This transfer is:	APPROVED: _____ NOT APPROVED: _____
Comments: _____	

Date: _____	Signature: _____
(Receiving Principal)	

E. APPEAL DECISION (if required):	
The above transfer decision is:	APPROVED _____ DENIED _____
Comments: _____	

Date: _____	Signature: _____
(Superintendent or designate)	

APPLICATION FOR STUDENT TRANSFER

Students are ordinarily expected to attend schools designated for their attendance areas. Transfer of students from the attendance area schools to other schools will be made under special circumstances. Consideration will be given to requests, taking into account:

1. There is space in the new school's grades or programs.
2. The placement is in the best interest of the student and/or school.

PARENT/STUDENT-INITIATED TRANSFERS/PRINCIPAL-INITIATED TRANSFERS

Student transfers initiated by the parent(s)/student or principal should be done once per year. It is preferable that the transfer request be submitted to the receiving principal by April 30. All transfer requests will be dealt with in the manner outlined in the following sections of Regulations 405.

3. Parent/Student-Initiated Transfer

- 3.1 A parent, or a student who is living independently, may initiate a transfer to another school. Transfers will be approved if there is space available in the receiving school, grade or program.
- 3.2 Applications for a parent/student-initiated student transfer should be submitted on Form 405 to the receiving principal by April 30.
- 3.3 Transfer applications that are approved for students from outside the school's attendance area will be placed on a chronological waiting list, based on the date and time the transfer request is received by the receiving principal. After the students from within the attendance area have been placed into classes, students from outside the attendance area may be accepted into the school from the chronological waiting list.
- 3.4 The receiving principal will notify the parent(s) of the acceptance/rejection of the transfer request and of the student's position on the waiting list when staffing has been completed in early September.
- 3.5 Transfer requests received after staffing has been completed will be processed at the earliest possible date.

4. Principal-Initiated Transfer

- 4.1 A principal-initiated transfer of a student may occur if it is deemed to be in the best interest of the student and the school, after consultation with the receiving principal and the parent(s)/student. The final decision will be made by the receiving principal.
- 4.2 Application for principal-initiated transfers will be made by the current principal, using Form 405.
- 4.3 The receiving principal should notify the parent(s)/student of the decision, at the earliest possible date.

5. Registration of Students:

- 5.1 Students may register at the new school only after receiving notification from the appropriate principal that the capping placement has been arranged or the transfer has been approved.
- 5.2 Students must prove that all financial obligations to the current school have been completed.
- 5.3 Students who move to the attendance area of another school may continue to attend the current school, or the parent(s) may elect to have the student attend the new attendance area school.
- 5.4 Once a student has been transferred into a different attendance area school, that child will be counted as a student of that school until a new transfer is approved.

6. Transportation

Transportation to attend a school other than the designated attendance area school shall be the sole responsibility of the parents, as designated in Policy 470: *Transportation Services Management*, unless the student has been directed to attend another school because of capping, or for any other reason as determined by the Superintendent or designate.

7. Appeals

A student placement decision made in accordance with this policy and regulations may be appealed through Appeals Bylaw 460/Regulations 460.2R.

A student will not be registered at the new school until the receiving principal notifies that the transfer has been approved or when a decision on an appeal has been made.

This application will be retained in the receiving principal's office. The receiving principal will: a) inform the parent(s)/student and the current principal of the decision, b) provide the current principal with a copy of the application, and d) inform the appropriate Director of Instruction and provide the Director with a copy of the application.