



**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**  
**BOARD OF EDUCATION**  
 425 JERMYN AVE., PENTICTON, B.C. V2A 1Z4  
 TELEPHONE {250} 770-7700 FAX {250} 770-7730

DATE OF REQUEST: \_\_\_\_\_

TIME OF REQUEST: \_\_\_\_\_

**SEE: POLICY #305 – CHOICE & FLEXIBILITY**  
**READ REVERSE FOR MORE INFORMATION**

**REQUEST FOR STUDENT TRANSFER**

The School District cannot guarantee transportation for students who request a transfer to a school outside of their catchment area.

**SCHOOL HISTORY**

Current School \_\_\_\_\_

Grade in 2018-2019 \_\_\_\_\_

School Requested \_\_\_\_\_

Catchment Area School \_\_\_\_\_

Reason for this Request for Transfer: be specific (for transfer requests due to moves see #5 on reverse)

\_\_\_\_\_

**STUDENT INFORMATION**

Gender Male  Female

Birth Date Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Preferred Last Name (if different) \_\_\_\_\_

Legal First Name \_\_\_\_\_ Preferred First Name (if different) \_\_\_\_\_

Address: \_\_\_\_\_

Special Education designation or IEP? No  Yes  If Yes, specify: \_\_\_\_\_

Sibling attending school.  Yes  No School: \_\_\_\_\_ Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT(S)/GUARDIAN(S) INFORMATION**

Parent/Legal Guardian Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Parent/Legal Guardian First Name \_\_\_\_\_ Parent/Legal Guardian Living with Student  Yes  No

Address \_\_\_\_\_

City/Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

For Separated/Divorced parents: Custody: Joint  Sole  Guardianship: Joint  Sole

**PARENT/GUARDIAN APPLICATION SIGNATURE**

By signing this Request for Student Transfer, I attest that I am the legal parent  or legal guardian  of the above student.

Legal Parent / Legal Guardian Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**SCHOOL / SCHOOL BOARD OFFICE USE**

PRINCIPAL (SENDING SCHOOL) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL (RECEIVING SCHOOL) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DISTRICT DECISION / APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**PROCEDURES FOR REQUESTS FOR STUDENT TRANSFERS  
WITHIN SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

1. Students residing in School District No. 67 will normally attend the school in their catchment area, as identified in the School District's maps.
2. If students wish to attend a school outside their catchment area, a request must be made on a **Request for Student Transfer** form. Such requests will not be unreasonably denied. **(Letters and verbal requests will not be considered.)** Transportation will not be guaranteed for students who request a transfer to a school outside their catchment area.
3. Submitting a transfer request:
  - a) **For Elementary & Middle School Transfer Requests:** Transfer requests during any time of the year **MUST** be submitted to the School Board Office for processing. It does **NOT** require the signatures of either the sending or receiving schools. The Director of Instruction reviews the transfers and will inform the schools and parents of the results.
  - b) **For Secondary Schools:** Transfer requests for September school start in any year **MUST** be submitted to the School Board Office for processing. It does **NOT** require the signatures of either the sending or receiving schools. The Assistant Superintendent reviews the transfers and will inform the schools and parents of the results.

Transfer requests for other than September school start, must be submitted to the **principal** (sending principal) of the school in the catchment area in which the student resides or is currently attending. The **sending principal** will then contact the **receiving principal** (principal of the school requested) and discuss the request. If the principals agree, the **sending principal** will sign the form and forward it to the **receiving principal**. Parents / students who arrive at a receiving school, without a signed Transfer Request Form from the sending school, will be required to return to the sending school to obtain the signed form. If agreement on the Requested Transfer cannot be reached by the principals involved, or if there are particular circumstances preceding the transfer approval, the matter can be directed to the Director of Instruction by either principal or the parent.
4. Transfer requests will **NOT** be approved if:
  - a) There is insufficient space in the class.
  - b) The requesting student is an "identified special needs student" and the appropriate learning support cannot be provided in the new classroom/school.
  - c) The composition of the class is such that the placement of the requesting student into the class would create a significant disruption to the learning environment in the class.
  - d) Other extenuating circumstances.
5. Students moving from one catchment area to another during the school year may stay at their current school **OR** request a transfer to attend the school in their new catchment area. The Request for Student Transfer form **must be** completed and accompanied by proof of the parent/student's new address (i.e. updated driver's licence, utility bill, signed lease agreement). If the student chooses to stay at his/her current school, they shall be deemed a continuing student at that school and will automatically transition to the middle/secondary school in that catchment area.
6. Students granted approval of their transfer request do not need to re-apply annually and will be considered a continuing student at their approved school; however, it should be noted that once such approval has been granted, if the student changes his/her mind and wishes to go back to his/her original catchment school, then a new Transfer Request Form must be completed and resubmitted.
7. British Columbia students residing outside School District No. 67 may be considered for attendance in a Penticton or Summerland school only after School District 67 students have been accommodated **pursuant to School District No. 67 Policy #305, Choice and Flexibility.**