



REQUEST FOR STUDENT TRANSFER

DATE OF REQUEST _____ TIME OF REQUEST _____

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

SCHOOL HISTORY

Current School _____

Current Grade _____
(Grades K – 12 or Pre K)

School Requested _____

Catchment Area School _____

Reason for this Request for Transfer (please be as specific as possible) (if moving, please attach proof of new address)

Sibling attending requested school ?	Name	School	Current Grade

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) _____

Street Address _____

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

PARENT(S)/GUARDIAN(S) INFORMATION

Parent/Guardian Last Name _____ Parent/Guardian First Name _____

Relationship _____

Parent/Guardian living with student?: Yes No Legal Parent/Guardian?: Yes No

Address _____

City/Postal Code _____

Home Phone _____ Cell _____

Work Phone _____ Ext. # _____

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 September (school start) requests:** 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.
 - b) **For requests other than September:** Transfer requests 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 Assistant Superintendent 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.**