



SEE: POLICY #305 – CHOICE & FLEXIBILITY

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

REQUEST FOR STUDENT TRANSFER

THIS REQUEST IS TO BE COMPLETED BY THE PARENT AND SUBMITTED TO THE PRINCIPAL OF THE SCHOOL IN THE ATTENDANCE AREA OF THE STUDENT'S RESIDENCE.

DATE OF REQUEST: _____ TIME OF REQUEST: _____

STUDENT'S NAME: _____ AGE: _____
(FIRST) (LEGAL LAST NAME)

DATE OF BIRTH: _____ (YYYY) _____ (MM) _____ (DD) GENDER: _____

PRESENT GRADE: PRE K K 1 2 3 4 5 6 7 8 9 10 11 12 (CIRCLE)

PRESENT SCHOOL: _____

SPECIAL EDUCATION DESIGNATION: No Yes. IF YES, CATEGORY: _____

SCHOOL REQUESTED: _____

SCHOOL ATTENDANCE AREA: _____

REASON FOR THIS REQUEST FOR TRANSFER: (PLEASE BE AS SPECIFIC AS POSSIBLE)

PARENT(S)/GUARDIAN(S): _____
(FIRST) (LAST)

STREET ADDRESS: _____

MAIL ADDRESS: _____ POSTAL CODE: _____

PHONE: (H) _____ (W) _____ (C) _____

I ATTEST THAT I AM THE LEGAL PARENT/GUARDIAN OF THE ABOVE NOTED STUDENT.

SIGNATURE OF LEGAL PARENT/GUARDIAN: _____

STEP 1 (SENDING SCHOOL)

COMMENTS/RECOMMENDATIONS: _____

DATE _____ PRINCIPAL (SENDING SCHOOL) _____

STEP 2 (RECEIVING SCHOOL)

COMMENTS/RECOMMENDATIONS: _____

DATE _____ PRINCIPAL (RECEIVING SCHOOL) _____

DATE _____ DISTRICT APPROVAL: _____

THE SCHOOL DISTRICT CANNOT GUARANTEE TRANSPORTATION FOR STUDENTS WHO REQUEST A TRANSFER TO A SCHOOL OUTSIDE OF THEIR ATTENDANCE AREA.



**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. (ie. such students may ride school busses on a space available basis).
3. Transfer requests must be submitted to the **principal** of the school in the catchment area in which the student resides (sending principal).
4. The **sending principal** will then contact the **receiving principal** (principal of the school requested) and discuss the request.
5. Transfer requests will **NOT** be approved if:
 - a) there is insufficient space in the class. (Transfers may not be approved if the Transfer utilizes the last available space in the grade in the school).
 - 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.
6. If the principals agree, the **sending principal** will sign the form and return it to the parent who will take the form to the **receiving principal**. The sending principal will notify the receiving principal of the transfer request.
7. 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.
8. 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.
9. Students moving from one catchment area to another during the school year may stay at their current school or attend the school in their new catchment area. If the student stays at his/her current school and wishes to continue there the next school year, a formal request as in #2 above must be submitted.
10. Students granted approval in #6 or #9 above do not need to re-apply annually; unless notified by the school administrator; however, 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.
11. 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. Decisions will be made in consultation with the principal of the requested school and will be based on program capacity, including consideration of the following: the operating capacity of the school as defined by the Ministry of Education, staff assigned to a school by the district, the physical space in which instructional programs operate in the school, the ability of the school to provide appropriate educational programs for the applicant and other students, the needs of other programs located in the school, and funding.