

K-12 Student Transfer Process

February 19 to February 27, 2009

The purpose of the Student Transfer Process is to accommodate students in attending the school of their choice. All students in the Greater Victoria School District are members of a Family of Schools. A Family of Schools is comprised of several elementary schools from which students move to a designated middle school and from there to a designated secondary school. Students who move in this manner will not be required to complete a Student Transfer Form. At any grade level, when students want to change schools (or pathway), they will complete the Student Transfer Application Form.

The following chart illustrates Family of Schools pathways and the assumed student movement in the Greater Victoria School District.

English Program Pathways:

Elementary	Designated Middle	Designated Secondary
Campus View Frank Hobbs	Arbutus	Mount Douglas
George Jay James Bay Sir James Douglas Oaklands	Central Lansdowne	Victoria High
Quadra Braefoot Cloverdale Doncaster Lake Hill Rogers	Lansdowne Cedar Hill	Reynolds
Eagle View Marigold McKenzie (until 2010) Strawberry Vale Tillicum Northridge	Colquitz Glanford	Spectrum
Macaulay Victoria West Craigflower View Royal	Rockheights Shoreline	Esquimalt

Elementary	Designated Middle	Designated Secondary
Hillcrest Torquay	Gordon Head	Lambrick Park

Margaret Jenkins Willows	Monterey	Oak Bay
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Early French Immersion Program Pathways:
(Start in Kindergarten or Grade 1)

Elementary	Designated Middle	Designated Secondary
Campus View	Arbutus	Reynolds
Doncaster	Cedar Hill	
Quadra	Lansdowne	

Marigold Macaulay	Shoreline	Esquimalt
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Willows	Lansdowne	Oak Bay
Margaret Jenkins	Central	
Sir James Douglas	Central	Victoria High

Late French Immersion Program Pathways:
(Start in Grade 6)

Middle	Secondary
Arbutus Cedar Hill Lansdowne	Reynolds

Central	Victoria High
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Shoreline	Esquimalt
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When does a student complete a Student Transfer form?

- Kindergarten students must first be registered at their catchment elementary school, then have a Student Transfer Form completed to attend another school. Catchment information can be found at <http://www.sd61.bc.ca/schoolCatchment.aspx>.
- At any grade level, when a student wants to change schools (i.e., a grade 3 student attending an elementary school wanting to attend a different elementary school next year).
- Students, moving to either middle, or secondary school, wanting to attend a middle or secondary school other than the one designated on the chart.

The Process:

If students wish to transfer to a school other than their designated school, a Student Transfer Form must be completed. This form is available at all schools and on the District website, www.sd61.bc.ca, between February 19 and February 27, 2009.

The following steps are necessary to transfer to another school.

1. Complete the Student Transfer Form. Date and sign the form.
2. Students currently in or planning on attending a secondary school (9-12) in the next school year request an appointment to meet with the Principal of the designated secondary school (which is the school out of which the students would like to transfer).
3. Parents mail or deliver the completed Student Transfer Form to the School Board Office by Friday, February 27, 2009.

Transfer requests are reviewed with school space in mind, and parents/guardians receive written confirmation by the end of March 2009. When transfers have been approved, students will be considered members of the new Family of Schools.

After February 27, 2009, **elementary and middle school students** wishing to attend a school other than their designated school are asked to go to the school they wish to attend to have their name placed on a **wait list**. A **Late Student Transfer Process for secondary students only** will take place between April 23 and May 1, 2009.

Frequently Asked Questions:

Q: How does the district decide who transfers into a school and who does not when there is not enough space to accommodate all students?

A: In that case, first priority will be given to students who have a sibling at the school of choice; second priority will be based on the geographic proximity of the student's residence and the school of choice.

Q: Should students applying for District Programs complete a Student Transfer Form?

A: No, this form should not be completed when applying to a District Program such as Career Prep, Co-op programs as well as Challenge, Flex Studies, Grade 6 Late French Immersion, Soccer, Baseball and Hockey Academies, Home Learners' Link, The Link @ Burnside, Cloverdale Traditional School, or South Park and Sundance Schools, and District Special Education programs.

Note: When students attending South Park and Sundance leave to go to another school, they will complete a Student Transfer Form to let the district know where they would like to attend.

Q: What if we miss the deadline for completing a Student Transfer Form?

A: After February 27, 2009, elementary and middle school students are asked to go to the school they wish to attend to have their name placed on a wait list. A Late Student Transfer Process for secondary students will take place between April 23 and May 1, 2009.

Q: How do I find out what my catchment school is?

A: For the English program, please visit our School District website at <http://www.sd61.bc.ca/schoolCatchment.aspx> .

For the French Immersion program, please visit our School District website at <http://www.sd61.bc.ca/frim.aspx> .

Q: Where do families wishing to enroll for the first time in French Immersion register?

A: Students may enter Early French Immersion at either Kindergarten or Grade 1. Whether the student is entering Kindergarten or Grade 1, families register at their French Immersion catchment school. Families will find their catchment school by either visiting http://www.sd61.bc.ca/pdf/fi/fi_register.pdf or [phoning 250-475-4189](tel:250-475-4189). Students may enter Late French Immersion at Grade 6. Late French Immersion students should apply to register at their choice of school beginning the Registration Week. There are no catchments for Late French Immersion. French Immersion is a District program for which registration is first come, first served.

Q: What if a student wishes to enter Grade 1 French Immersion from an English Kindergarten?

A: The student needs to register at his/her Immersion catchment school. Registrations for Grade 1 entry will be accepted beginning the Kindergarten Registration Week. Grade 1 entry students can only be accommodated to the limit of Grade 1 space after all students moving up from Kindergarten Immersion at the school have been placed.

Q: Do students leaving French Immersion and returning to the English program need to complete a Student Transfer Form?

A: Yes.

Q: Does a student have the "right of return" to his original school or catchment school?

A: No, if a student wants to return, they must complete a Student Transfer Form.

Q: What is the process for elementary and middle school students living out-of-district but currently attending one of the Greater Victoria District schools who wish to transfer to another school within the district?

A: These students will fill out a Student Transfer Application form during Student Transfer Week.

Q: What is the process for Kindergarten students living out-of-catchment or out-of-district with a sibling at one of our schools?

A: These students will register at that school during Kindergarten Registration Week. They do not complete a Student Transfer Application form.

Q: What is the process for students living out-of-district (not attending a School District #61 school) who wish to register at one of the Greater Victoria District schools?

A: Students (K-12) will register at their school of choice. They do not need to complete a Student Transfer Application form.

Q: What is the process for students currently attending a private school who wish to register at one of the School District #61 schools?

A: Students wishing to enter the English program at any grade level, Late French Immersion Grade 6 and out of district students wishing to enter French Immersion for the first time at Grade 1 register at their school of choice and do not need to complete a Student Transfer Form.

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