

K-12 STUDENT TRANSFER PROCESS

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	Central	Victoria High
Oaklands	Lansdowne	
Quadra	Lansdowne	
Braefoot Cloverdale Doncaster Lake Hill Rogers	Cedar Hill	Reynolds
Eagle View Marigold McKenzie Strawberry Vale Tillicum	Colquitz	Spectrum
Northridge	Glanford	
Macaulay Victoria West	Rockheights	Esquimalt
Craigflower View Royal	Shoreline	
Elementary	Designated Middle	Designated Secondary
Hillcrest Torquay	Gordon Head	Lambrick Park
Margaret Jenkins Willows	Monterey	Oak Bay

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
Willows	Lansdowne	Oak Bay
Margaret Jenkins	Central	Victoria High
Sir James Douglas	Central	

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

Middle	Secondary
Arbutus Cedar Hill Lansdowne	Reynolds
Central	Victoria High
Shoreline	Esquimalt

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 if they want to attend another school. Catchment information can be found at <http://schoollocator.baragar.com/bc61/search.cfm>.
- 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 16 and February 24, 2012.

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 so it arrives by Friday, February 24, 2012 at 4:00 p.m.

Transfer requests are reviewed with school space in mind, and parents/guardians receive written confirmation by the end of March 2012. When transfers have been approved, students will be considered members of the new Family of Schools.

After February 24, 2012, **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 March 27 and April 3, 2012.

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.

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

A: After February 24, 2012, 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 March 27 and April 3, 2012.

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

A: For the English program, please visit our School District website at

<http://schoollocator.baragar.com/bc61/search.cfm> .

For the French Immersion program, please visit our School District website at

<http://www.sd61.bc.ca/html/fi.html> .

Q: Where do families wishing to enroll in French Immersion Kindergarten register?

A: They 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 calling 475-4189.

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

A: Yes.

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.