

## STUDENT TRANSFER PROCESS

### Quick links:

[Kindergarten Only Student Transfer Process](#)

[Regular K-12 Student Transfer Process](#)

[English Program Pathways](#)

[French Immersion Program Pathways](#)

[Families of Schools](#)

[FAQ about the K-12 Student Transfer Process](#)

Students in the Greater Victoria School District have the choice to attend either their catchment school or any other school within our District. Catchment schools are defined by the residential postal code. For those students who wish to enroll in a school outside their catchment area, we have two student transfer processes in place; the Kindergarten Student Transfer Process (for Kindergarten students only) and the K-12 Student Transfer Process (for all students). In all cases, transportation is the responsibility of the family.

### I. Kindergarten Only Student Transfer Process

- Parents who wish to have their Kindergarten child attend a school other than their catchment school are given a Kindergarten Transfer Application form at their catchment school during regular Kindergarten Registration Week (January 25-29, 2016).
- The Kindergarten Transfer Application form will also be posted on the District website during Kindergarten Registration Week.
- Parents submit the application form to the Board office **by February 1, 2016, 4:00 pm.**
- At the end of Kindergarten Registration Week, the District reviews the enrolment numbers of in-catchment students at each school and identifies schools that have space available for out-of-catchment students. Transfer applications are then approved or denied.
- When transfers are denied, the requested school creates a wait list that is based on the number on the registration form.

Example: Nine students from three different catchment schools (A, B, C) apply for transfer to school D.

Catchment School A	Catchment School B	Catchment School C
Jesse (registration form #6)	Adam (registration form #2)	Tom (registration form #4)
Peter (registration form #12)	Ed (registration form #9)	Toni (registration form #19)
Sally (registration form #17)	Paula (registration form #32)	Ted (registration form #32)

School D (requested school) accepts and wait lists as follows:

1. Adam (reg. #2)
2. Tom (reg. #4)
3. Jesse (reg. #6)
4. Ed (reg. #9)
5. Peter (reg. #12)
6. Sally (reg. #17)
7. Toni (reg. #19)
8. Paula (reg. #32)\*
8. Ted (reg. #32)\*

\* both are accepted when 2 spaces are available.

- Schools manage their own wait lists. When space becomes available, the schools contact the next student on their wait list.
- Kindergarten families are informed in writing of transfer approvals or denials prior to the end of February.
- If parents wish to apply for a Kindergarten transfer after the Kindergarten Registration week, they can do so during the K-12 Student Transfer Application Week, February 11 to 19, 2016.

## II. Regular K-12 Student Transfer Process

The purpose of the K-12 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 Application form. At any grade level, when students want to change schools (or pathways), they will complete the Student Transfer Application form. In all cases, transportation is the responsibility of the family.

At the end of this document you will find a chart that illustrates Family of Schools pathways and the assumed student movement in the Greater Victoria School District.

- The K-12 Student Transfer Process takes place mid-February.
- Students who wish to transfer to a school other than their designated school for the 2016/2017 school year will complete a K-12 Student Transfer Application form from **February 11 to 19, 2016**. The transfer application forms will be available at all schools starting February 11 until February 19, 2016. They will also be posted on our District website, [www.sd61.bc.ca](http://www.sd61.bc.ca) between February 11 and 19, 2016.
- The following steps are necessary to transfer to another school:
  - Completion of the K-12 Student Transfer Application form, including date and signature.

- Parents mail or deliver the completed K-12 Student Transfer Application form to the School Board Office **by Friday, February 19, 2016.**
- Transfer applications are accepted based on the availability of space and resources at the school. Families will receive an approval or denial letter by the end of March 2016. When transfers have been approved, students will be considered members of the new Family of Schools.

## **Frequently Asked Questions about the K-12 Transfer Process:**

### **Q: Should students applying for District Programs complete a Student Transfer Application form?**

A: No, this form should not be completed when applying for a District program such as Career Prep, Co-op programs as well as Challenge, Flex Studies, Grade 6 Late French Immersion, Sports Academies, Home Learners' Link, Cloverdale Traditional School, South Park Family School, and District Special Education programs. Students will contact the program or school directly.

**Note:** At any grade level, when students attending South Park Family School **leave** to go to another school, they will complete a Student Transfer Application form to let the District know where they would like to attend.

### **Q: What if we miss the deadline for completing a Student Transfer Application form?**

A: After February 19, 2016, 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.

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

A: For the English program, please visit our School District website at <https://www.sd61.bc.ca/programs/kindergarten/> .

For the French Immersion program, please visit our School District website at <https://www.sd61.bc.ca/programs/french-immersion/> .

### **Q: Where do families wishing to enroll their child for the first time in French Immersion find more information?**

A: For detailed information regarding registering their children in French Immersion Kindergarten or French Immersion Grade 1, parents are welcome to attend the **Early French Immersion** Parent Information Evening on December 1, 2015, at 6:30 pm, in the S. J. Willis Education Centre on 923 Topaz Avenue. A **Late French Immersion** Information evening (Grade 6 entry) will take place on January 19, 2016, at 6:30 pm, in the same location. Parents are also invited to visit our district website at <https://www.sd61.bc.ca/programs/french-immersion/registration-early-fi/> .

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

A: Yes.

The following chart illustrates **Family of Schools pathways** for both the English and French Immersion programs and the assumed student movement in the Greater Victoria School District.

## ENGLISH Program Pathways

<b>ESQUIMALT FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Macaulay Victoria West	Rockheights	Esquimalt High
Craigflower View Royal	Shoreline	

<b>LAMBRICK PARK FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Hillcrest Torquay	Gordon Head	Lambrick Park Secondary

<b>MOUNT DOUGLAS FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Campus View Frank Hobbs	Arbutus	Mount Douglas Secondary

<b>OAK BAY FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Margaret Jenkins Willows	Monterey	Oak Bay High

<b>REYNOLDS FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Quadra	Lansdowne	Reynolds Secondary
Braefoot Cloverdale Doncaster Lake Hill Rogers	Cedar Hill	



<b>SPECTRUM FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
Eagle View Marigold Strawberry Vale Tillicum	Colquitz	Spectrum Community
McKenzie Northridge	Glanford	

<b>VICTORIA FAMILY OF SCHOOLS</b>		
Elementary School	Designated Middle School	Designated Secondary School
George Jay James Bay Sir James Douglas	Central	Victoria High
Oaklands	Lansdowne	

**EARLY FRENCH IMMERSION Program Pathways**  
(Kindergarten or Grade 1 Entry)

Elementary School	Designated Middle School	Designated Secondary School
Marigold Macaulay	Shoreline	Esquimalt High
Willows	Lansdowne	Oak Bay High
Margaret Jenkins	Central	
Campus View	Arbutus	Reynolds Secondary
Doncaster	Cedar Hill	
Quadra	Lansdowne	
George Jay Sir James Douglas	Central	Victoria High

**Late French Immersion Program Pathways**  
(Grade 6 Entry)

Middle School	Designated Secondary School
Shoreline	Esquimalt High
Central	Victoria High
Arbutus Cedar Hill	Reynolds Secondary
Lansdowne	Oak Bay High

**Families of Schools**

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<p><b>Esquimalt Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Esquimalt High</li> <li>• Rockheights Middle School</li> <li>• Shoreline Community Middle School</li> <li>• Craigflower Elementary</li> <li>• Macaulay Elementary</li> <li>• Victoria West Elementary</li> <li>• View Royal Elementary</li> </ul>	<p><b>Lambrick Park Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Lambrick Park Secondary</li> <li>• Gordon Head Middle School</li> <li>• Hillcrest Elementary</li> <li>• Torquay Elementary</li> </ul>
<p><b>Mount Douglas Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Mount Douglas Secondary</li> <li>• Arbutus Middle School</li> <li>• Campus View Elementary</li> <li>• Frank Hobbs Elementary</li> </ul>	<p><b>Oak Bay Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Oak Bay High</li> <li>• Monterey Middle School</li> <li>• Margaret Jenkins Elementary</li> <li>• Willows Elementary</li> </ul>
<p><b>Reynolds Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Reynolds Secondary</li> <li>• Cedar Hill Middle School</li> <li>• Braefoot Elementary</li> <li>• Cloverdale Elementary</li> <li>• Doncaster Elementary</li> <li>• Lake Hill Elementary</li> <li>• Quadra Elementary</li> <li>• Rogers Elementary</li> </ul>	<p><b>Spectrum Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Spectrum Secondary</li> <li>• Colquitz Middle School</li> <li>• Glanford Middle School</li> <li>• Eagle View Elementary</li> <li>• Marigold Elementary</li> <li>• McKenzie Elementary</li> <li>• Northridge Elementary</li> <li>• Strawberry Vale Elementary</li> <li>• Tillicum Elementary</li> </ul>
<p><b>Victoria Family of Schools</b></p> <ul style="list-style-type: none"> <li>• Victoria High</li> <li>• Central Middle School</li> <li>• Lansdowne Middle School</li> <li>• George Jay Elementary</li> <li>• James Bay Community School</li> <li>• Oaklands Elementary</li> <li>• Sir James Douglas Elementary</li> <li>• South Park Family School (District program)</li> </ul>	