

## **Student Registration and Transfer Committee Terms of Reference**

### **Purpose:**

The Student Registration and Transfer Committee is an ad hoc committee established by the Board of Education for the purpose of establishing student registration and transfer priorities for students attending school in SD 61.

### **Deliverables:**

The Student Registration and Transfer Committee has 2 deliverables:

1. To recommend to the Board priorities for student registration and transfer requests, including district programs such as French Immersion and International Student Programs.
2. To recommend appropriate changes to policy and regulations.

### **Membership:**

- Two Trustees appointed by the Board Chair
- The Superintendent or delegate
- District Principal of Modern Languages and Multiculturalism
- Director of International Student Program or designate
- One VCPAC representative
- Three PAC representatives (preference given to one from each schooling level- elementary, middle, and secondary) to be selected by lottery from a list of those schools interested in participating. The lottery will take place prior to the first meeting of the Committee.
- Three Principals (preference given to one from each schooling level - elementary, middle, and secondary with at least one from a dual track school)
- Two student representatives

### **Timeline:**

- The Committee will prepare a project charter outlining deliverables and timelines to be submitted to the Operations, Policy and Planning Committee (OPPS). The report will be completed for the May Operations, Policy and Planning Committee and regular updates will be provided.

### **Voting:**

- It is expected that the committee will use a consensus model for decision making. When this is not possible, decisions will be made by majority vote.

### **Procedural Notes:**

- Interim reports will be provided until the final report in May.

**Date Adopted:**      October 24, 2016