



K-12 STUDENT TRANSFER APPLICATION FOR SCHOOL YEAR 2019-2020

PLEASE PRINT

Date _____

Student nine digit PEN# _____

(This must be on form, if not known, please contact **CURRENT SCHOOL** to provide)

Student Last Name _____ Student First Name _____

Current School 2018/19 _____ Current Grade _____

Currently in the English Program ☐ French Immersion Program ☐

Pathway School for 2019/20 _____

Requested School for 2019/20 _____

Catchment School for 2019/20 _____

If your catchment school is the same as your requested school please provide proof of address.

English Program ☐

French Immersion Program ☐

Name of Parent/Guardian _____

Home Address _____ Postal Code _____

Home Phone _____ Work Phone _____

Email address (please print clearly):

A sibling will be attending the requested school in 2019/20. Name _____

My child attended Sundance Elementary School in 2015 (in K-4) Name: _____

This application must reach your current School's Office no later than **3:00 p.m. Monday, February 25, 2019.**

Parent/Guardian Signature

Student Signature (currently in Grades 8-11)

PLEASE NOTE: Students who wish to apply for South Park Family School, Cloverdale Traditional School, The Link or District Programs (Career Preparation, Co-op Programs, Challenge, Flexible Studies, Sports Academies, Grade 6 Late French Immersion), and District Special Education programs should contact the school of their choice and are not required to fill out this form.



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Transfer Decisions

When there are more students than a school can accommodate, transfers will be approved based on the following priorities:

- 1 re-enrolling students
- 2 catchment area sibling
- 3 catchment area student
- 4 non-catchment area sibling
- 5 non-catchment area student
- 6 out of district student

Student enrolment priorities apply to all new registrations, transfer requests, elementary to middle and middle to secondary transitions, for English and French programs.

Transfer applications are reviewed based on the Student Enrolment Priorities and the availability of space at the desired school. When there are fewer spaces than the number of applicants a lottery will take place in accordance with the Student Enrolment Priorities. There is no advantage to being “first” to submit a transfer form.

In the event space is limited and a middle or secondary school cannot accept all non-catchment student requests, priority will be given to those non-catchment students already in the determined pathway of schools over other non-catchment, non-pathway students.

Please note: Parents/guardians accept responsibility for transportation of students who receive approval to attend a school outside their designated area.

SPORTS NOTE:

Transferring schools in Grades 9, 10, 11, or 12 may result in a student being INELIGIBLE for school sports teams, based on Provincial rules. Please ask a school administrator for clarification if you are hoping to play on a school team.

Completing the Student Transfer Form

Step 1: Complete the information requested on the back of this form.

Step 2: Please deliver the form to be received no later than **3:00 p.m. Monday, February 25, 2019** to:

Your **Current School** in the Greater Victoria School District

Parents will be notified of transfer decisions no later than March 15, 2019.