



# K-12 STUDENT TRANSFER APPLICATION FOR SCHOOL YEAR 2025-2026

**\*PLEASE PRINT\***

Date \_\_\_\_\_

Student nine-digit PEN# \_\_\_\_\_

This must be included on this form. If not known, please contact CURRENT SCHOOL.

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Current School 2024/25 \_\_\_\_\_ Grade \_\_\_\_\_

Currently Enrolled in the  English Program  French Immersion Program

Requested School for 2025/26 \_\_\_\_\_

Catchment School for 2025/26 \_\_\_\_\_

*If your catchment school is the same as your requested school, please provide proof of your current residential address.  
Visit [www.sd61.bc.ca/registration/documentation](http://www.sd61.bc.ca/registration/documentation) for appropriate documentation.*

Request to be Enrolled in the  English Program  French Immersion Program

Name of Parent/Guardian \_\_\_\_\_

Current Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address (please print clearly): \_\_\_\_\_

A sibling will be attending the requested school in 2025/26. Name \_\_\_\_\_

Current Grade of sibling \_\_\_\_\_

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

**This application must reach your current school's office no later than 3:00pm Thursday, February 13, 2025.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature (currently in Grades 8-11)

**PLEASE NOTE: Students who wish to apply for The Link or District 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
- 3.5 non-catchment sibling impacted by a change to a catchment boundary
- 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 K-12 Student Transfer Application Form

Step 1: Print and complete the information requested on the front of this form.

Step 2: Please have your student deliver the form to their current SD61 school’s office no later than **3:00 p.m. Thursday, February 13, 2025.**

**Parents will be notified of transfer decisions no later than March 14, 2025.**