

## Student Transfer Request Form

- Please submit a separate form for each student and return to the current catchment school for principal's signature.
- The student must be registered at catchment area school prior to requesting a student transfer.

Date of Application: \_\_\_\_\_ Transfer effective for: \_\_\_\_\_ Received by school: \_\_\_\_\_  
dd/mm/yyyy School Year (ex: 25/26 or 26/27) Date & Time

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
First Name Last Name dd/mm/yyyy Present / For September

Physical Address: \_\_\_\_\_  
Street, City, Postal Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Guardian 1 Legal Guardian 2

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Current or Catchment Area School: \_\_\_\_\_ Requested School: \_\_\_\_\_

Reason for Request: *(Please check one of the below reasons)*

Academic

Social

Convenience for student/family

Specialized programs/courses

Transportation

Legal Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Catchment Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION:** Transportation by bus to schools outside the student's catchment area will only be provided if space is available on regular routes and is not guaranteed on an ongoing basis. Busing fees will apply.  
Please contact the Operations and Transportation department regarding availability at 250-354-4871.

RECEIVED AT BOARD OFFICE

Date and Time Received: \_\_\_\_\_

Student address verified through Catchment Map, confirmed catchment school: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Waitlist: \_\_\_\_\_ Effective Transfer Date: \_\_\_\_\_

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_