

School District No. 22 (Vernon) PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.11.0

Adopted: June 9, 1987

Updated: January, 2018

STUDENT PLACEMENT – APPLICATION

This application is to be filed by the parent on behalf of a son or daughter presently enrolled in a school in School District No. 22 (Vernon). It will be received by the Principal of the intended school only after discussion with the student's current Principal as indicated by the latter's signature below. **Student placement (transfer) forms are valid for one calendar year only.**

STUDENT'S NAME : _____ DATE: _____

ADDRESS: _____ GRADE LEVEL AT Sep 2018: _____

_____ BIRTHDATE: _____

PHONE: Home: _____ Cell: _____ Work: _____ Email _____

*Please provide a copy of **one parent/guardian's BC driver's licence, utility bill or tax notice that clearly identifies both the parent name and the current address.**

PRESENT SCHOOL: _____

INTENDED SCHOOL: _____

REASON FOR TRANSFER REQUEST: _____

I have read the policy on the reverse side of this application.

Signature of Parent/Guardian

PRINT Name: Parent/Guardian

Acknowledged by Principal of Present School

Date:

Principal of Intended School

Date:

This APPLICATION has been:

Approved Not Approved Put on Wait List

Canceled Final Approval

PLEASE NOTE:

- Elementary students** attending a school outside of their catchment area will be automatically assigned to the secondary school in that same catchment area. Students wishing to return to their own catchment area for secondary placement must follow the transfer process.
- Secondary students** who transfer schools may lose their athletic eligibility for one year at their new school in accordance with **BC School Sports eligibility rules.**

Office use only

Date: _____

Time: _____

Clerical Initial: _____

Confirmed Catchment Area School: _____

POLICY/PROCEDURE 9.11.0
STUDENT PLACEMENT

ADMINISTRATIVE PROCEDURES:

1. Transfer requests will be accepted at the requested school from January 15 to February 15 for the upcoming school year.
2. Each transfer request will be stamped with the date and time that the transfer form was received at the requested school. (Please ensure the time is noted)
3. Subject to space and availability, requests will be accommodated in the order as outlined in Policy 9.11.0.