

School District No. 22 (Vernon) **PROCEDURE**

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.11.0

Adopted: June 9, 1987
Amended: February 24, 2004
Amended: January 19, 2010

STUDENT TRANSFER - 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'S NAME: _____ **DATE:** _____

ADDRESS: _____ **CURRENT GRADE LEVEL:** _____

_____ **BIRTHDATE:** _____

PHONE: Home: _____ Cell: _____ Work: _____

APPLICATION FOR (Please Check one): Current Year Next Year Term

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

School District No. 22 (Vernon)

POLICY

Please file in By-Laws, Policy & Procedure Manual

No. 9.11.0

Adopted: January 26, 1993
Amended: February 24, 2004
Amended: January 19, 2010

STUDENT TRANSFER

The Board of School Trustees believes that, to the extent that accommodation, staffing and planning arrangements will allow, parents should have the option of enrolling their children in the District school of their choice.

It is expected that the school administration will be guided in its decision-making as to which transfer requests to accept by the following prioritized criteria:

1. Program needs related to graduation requirements.
2. Opportunity to select individual courses or courses not otherwise available.
3. Family preferences where brothers or sisters are currently registered at that school.
4. Individual preferences motivated by personal or social factors.

It is understood that transfers felt desirable for medical purposes or other related confidential reasons may be granted without reference to the foregoing criteria, subject to the approval of the Principals of the schools involved.

It is intended that permission for transfer be sought and received prior to school opening in September (see procedures as outlined in form: Application for Student Transfer) and voluntary transfer during the course of the school year will occur only under special circumstances, and only with the prior approval of the Principals of the schools involved.

Where transfers under this Policy are granted, the student concerned will be considered as if he/she resided within the school's catchment area.

It is understood that the Board cannot assume transportation responsibilities for students who transfer out of their home attendance area.

THE DEADLINE FOR FILING APPLICATIONS WITH THE INTENDED SCHOOL IS
FEBRUARY 15th

APPLICANTS WILL BE INFORMED OF THEIR STATUS NO LATER THAN APRIL 15th