



APPLICATION TO ENROL STUDENT IN OUT-OF-ATTENDANCE AREA

Please submit this form to the requested school

YYYY / MM / DD
/ /
Today's Date

Mailing Address – Please print clearly!

Parent's Name(s) _____ Home Telephone # _____

Mailing Address _____ Work Telephone # _____

City/Prov/PC _____ Cell # _____

Email _____

Home Address

(if different) _____

Student Information

(NOTE: Several students from the same family may be put onto one form if all requesting attendance at the same school)

Student (1) Name: _____	Birth Date: <small>YYYY/MM/DD</small> ____ / ____ / ____	Requesting Grade: _____	Entering Grade: _____
Student (2) Name: _____	Birth Date: <small>YYYY/MM/DD</small> ____ / ____ / ____	Requesting Grade: _____	Entering Grade: _____
Student (3) Name: _____	Birth Date: <small>YYYY/MM/DD</small> ____ / ____ / ____	Requesting Grade: _____	Entering Grade: _____

Home School: _____ Requested School: _____

Current School (if different): _____ Projected Start Date: _____

Reason for Transfer: _____

Are special services required to support regular classroom instruction for the student(s) named above YES NO
If yes, please provide further information on a separate sheet of paper.

NOTE TO PARENTS: Once space and resource availability have been determined, transfer requests received by May 30th will be considered. Only once the new school year is underway, no later than September 30th, parents will be advised whether or not space and resources are available in the requested school. *If the requested school is full, students may have to return to their home school.*

Transportation for students who receive approval for transfers will be the responsibility of the parents.

The Board reserves the right to require and consider reasons for any cross boundary request.

I have read the above information and acknowledge this with my signature. _____

Parent's Signature

DO NOT WRITE BELOW THIS SPACE – OFFICE USE ONLY

I have reviewed this application and although space for the next school year is unknown at this time:

I currently have available space in the requested grade

I currently have no available space in the requested grade

Receiving Principal's Signature

Request approved Request Denied: _____

Superintendent or Designate Signature

Date



Dear Parent

The School District strives for equity of opportunity between all schools in the District. We believe that while there may be differences between and among schools, the quality of opportunity offered to students is excellent in all our schools.

While it is the continuing wish of the School District to accommodate children in the school desired, it will not always be possible to accomplish this.

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Please note the following information from:

Administrative Procedures #301 Student Registration, Enrolment and Placement
(available in full at sd79.bc.ca/300-students)

Before September 30

- *Each spring, by May 30, applications for new cross-boundary transfers will be received by the Superintendent or designate. “Cross boundary” students already resident in the school of their choice need not reapply.*
- *In September each school, in consultation with the Superintendent or designate, will confirm its space and resource needs. Each year, prior to September 30, classes will require adjustment because of class size limits. These adjustments will involve the transfer of students between classrooms, but may also involve some cross boundary students being returned to their home schools.*
- *No later than September 30 in each new school year, new “cross boundary” transfer requests will be accepted or rejected on the basis of space and resources being available in each school.*

After September 30

- *After September 30, no student will be required to return to his/her home school because of increased enrolment.*

NOTE: As the district attempts to achieve further efficiencies, cross boundary transfers at the elementary level may become more difficult to guarantee.

***Secondary Students:** For the purposes of record keeping, provincial exam registration, transcript, permanent record card, graduation ceremony and scholarships and bursaries, students will designate their “Graduating School” by May 1 of their Grade 10 year.*

Students in grades 10, 11, 12 may enroll in one school for one course and in another school for a second course.

Yours truly,

SCHOOL DISTRICT 79 COWICHAN VALLEY