

IMPORTANT: Please fax the completed Application Form to the attention of the Principal of your current school. Applications for the Fall Semester will be processed by the respective school principal no later than August 30.

APPENDIX A:
STRAIT REGIONAL SCHOOL BOARD
APPLICATION FOR TRANSFER OF STUDENTS WITHIN THE REGION REQUEST FORM

PART A – PARENT/GUARDIAN FORM

Student Name: _____ Date of Birth: _____
 First Middle Last

Present School: _____ Grade: _____ Program: _____

School Requested: _____

Parent/Guardian Name: _____

Current Civic Address: _____

Mailing Address: _____ Postal Code: _____

Home Telephone: _____ Work Telephone: _____ Email: _____

Reason for Request (attach additional information, as required): _____

If there are custody arrangements in place a copy of the legal agreement may be required in order to process the transfer application.

I understand that this transfer request may be approved or declined by the receiving school. I understand that, if the transfer is approved, I am responsible to transport my child to and from the receiving school. I understand that the Manager of Transportation determines the availability of school bus transportation to the receiving school, based on existing bus routes, bus stops, and school bus seating capacity. Changes in bus-stops and/or schedules will not be enacted to accommodate student transfers. Bussing for transfer students, if approved, is a courtesy that may be revoked at any time, in response to changing conditions.

Parent/Guardian Signature

Date

APPENDIX A (continued):
STRAIT REGIONAL SCHOOL BOARD
APPLICATION FOR TRANSFER OF STUDENTS WITHIN THE REGION REQUEST FORM

PART B – PRINCIPALS’ FORM

Section 1 - Current School

Comments of Current Principal: _____

Signature of Principal at current school: _____ Date: _____

Section 2 – Receiving School

Comments of Receiving Principal: _____

Principal of requested/receiving school: This request is Accepted Declined

Signature of Principal at receiving school: _____ Date: _____

*Please advise Principal of sending school by fax re: acceptance or rejection of this request. The sending school will not forward the Cumulative Record Card until written notification is received.

* For approved student transfers, the receiving principal will formally ask the Manager of Transportation if school bus transportation is available for the transferring student, as per the conditions outlined in this policy and procedure. Date that the Principal contacted the Manager of Transportation regarding bussing: _____

*Copy to be forwarded to the Director of Programs and Student Services.

For more information, please refer to the Transfer of Students Within the Region Policy IV-E-7 and supporting procedures, PRO IV-E-7.