

**For School Use Only**

School Name:

Date and Time Application is received at CURRENTSCHOOL:

This form is to be used for Sunshine Coast School District students whose parents/guardians maintain primary residence within the boundaries of the District and who are seeking to attend a school other than their designated attendance school.

**The deadline for cross boundary transfer requests will be 3:30 PM on the last instructional day in March of each school year. Applications received after the deadline will be accepted or rejected based on available space as of the end of the first school week in September.**

**Please Print**
**Student Information (provide legal names only if different from preferred names)**

Last Name	First Name	Middle Name
Preferred First Name	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Prefer not to say <input type="checkbox"/> X: Non-binary person	
Date of Birth (yyyy/mm/dd)	Grade (Current Grade)	
Student's Place of Residence (House #, Street Name, Town, Postal Code)		
Parent/Guardian's Place of Residence – if different from student (House #, Street Name, Town, Postal Code)		
Home Telephone #		
Is this child under shared custody? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, details:		
Is there a court order in place? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, details:		

**Cross Boundary Transfer Request**

Student's Catchment Area School	Pen # (if known)
Student's Current School (if different from attendance area school)	
School Requested to Transfer To	For Grade

**Reason For Request (please state why you wish to attend the requested school)**

### CROSS BOUNDARY ADMISSION AND PLACEMENT TERMS AND CONDITIONS

- All cross-boundary admissions and placements are governed by Sunshine Coast School District's Regulation 4130 (*School Attendance Areas / Cross Boundary Transfers*).
- If space, facility and an appropriate educational program are available, cross boundary transfer students' applications received by 3:30 PM, on the last instructional day in March will be approved in order of date and time of application.
- **Parents/Guardians are responsible for the transportation of the student to and from the requested school.**

### CROSS BOUNDARY ADMISSION AND PLACEMENT PROCESS

- Applicants must be registered at their attendance area school BEFORE submitting a cross boundary transfer request.
- Students who have been placed in the district's alternative program are NOT eligible for transfer by this process.

Applicants who have submitted their application on time will be advised of the decision during the first two weeks of May. When your application is accepted, you have made a commitment to the new school. This commitment remains at least for the duration of the school year for which the application is made. Adjustment to a new school may take extra time when a student remains in the catchment area of the former school and continues to have contact with former friends and classmates. We ask that you speak to your child/ward's teacher or principal for any issues regarding instruction or social issues.

If a secondary student transfers to a different school and wishes to be eligible to play inter-school sports, the new school is required to submit an Athletic Eligibility Appeal on behalf of the student to the BC School Sports Eligibility Appeals Committee.

### PARENT(S)/GUARDIAN(S) AUTHORIZATION

*I acknowledge that I have read and accepted the terms and conditions outlined on this Cross Boundary Transfer application form, and that the information provided on this application is correct and valid as of this date. I understand that failure to provide accurate information may lead to non-acceptance of this request for transfer.*

Date (yyyy/mm/dd)	Name of Parent(s)/Guardian(s) (Please print)	Signature of Parent(s)/Guardian(s)
Home/Work Telephone Number(s)	E-Mail	

**Guardian:** *A guardian of a child/ward is defined within the meaning established in the Family Relations Act and is the person who has legal control of the child/ward as designated by a governmental ministry or a Canadian court order issued by a judge.*

**Late Applications:** *Applications received after 3:30 PM on the last instructional day in March, will be considered only after all "on time" applications have been processed. Approval of these transfers will be in order of priorities established in Regulation 4130:*

#### IV. Enrolment Process

A. After enrolment of continuing students, if the requisite space and facilities are determined to be available, transfer applications and applications from new students will be accepted in the following priority order:

1. catchment area child;
2. non-catchment area child;
3. non-school district child;

provided application deadlines and other requirements have been met.

*The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of your school or to the Information and Privacy Coordinator,*

#### TO BE COMPLETED BY SCHOOL PRINCIPALS

Catchment Area Principal's Signature (acknowledgment of Parent Request): \_\_\_\_\_

#### - Reason for Request -

##### Grade K

child care  siblings  personal

##### Grade 8-12

siblings  program  extra-curricular  personal

Shared custody:  Yes Court Order:  Yes

Reason for Non-Approval:

space / facilities \_\_\_\_\_

program \_\_\_\_\_

other \_\_\_\_\_

APPROVED  NOT APPROVED

Requested School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_