



2019 – 2020 STUDENT REQUEST FOR TRANSFER FORM

Note: Before completing form, please review Board Policy #410 School Choice & Catchments

Parent/Legal Guardian: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Student name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street address: \_\_\_\_\_

Proof of residence required  (new SD8 registrants)

City & Postal code: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Attendance area School: \_\_\_\_\_

Grade at Effective Date: \_\_\_\_\_

School requested: \_\_\_\_\_

Date & Time received by School: \_\_\_\_\_ am / pm

1. Reason for request: \_\_\_\_\_

2. Is the student on an IEP (Individual Education Plan) or receiving learning assistance? If yes, please explain \_\_\_\_\_

3. Does the student have a Special Education category (i.e. severe learning disabled, etc.)? If yes, please explain \_\_\_\_\_

4. List courses requested: (Grades 8 – 12 only [if applicable])

- \_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full 
\_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full 
\_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full  \_\_\_\_\_ Space Available  Full

Note: Bussing to schools outside the catchment area will only be provided if space is available on regular routes and bussing fees will apply. Please contact Transportation Coordinator for availability at: 250-354-4871 ext # 204

Signature - Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature - Principal of current catchment School \_\_\_\_\_

Date \_\_\_\_\_

Please return to out of catchment School for signature prior to forwarding to Board Office

Signature - Principal of School requested \_\_\_\_\_

Date \_\_\_\_\_

Space Available: Yes  No

Principal or District Staff Comments: \_\_\_\_\_

Signature - Director of Independent Learning Services (if applicable) \_\_\_\_\_

District Use Only
Approved  Not approved  Waitlist Until: \_\_\_\_\_
Note: All late applications will be waitlisted until September 6, 2019
Signature - Superintendent of Schools or Designate \_\_\_\_\_
Comments: \_\_\_\_\_
cc: Catchment School, Receiving School
Transportation Department
Director of Independent Learning Services (if applicable) Revised: January, 2019

\*\*Please send completed forms to hrservices@sd8.bc.ca\*\*