


**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**

811 Stanley Street, Nelson, BC V1L 1N8

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

**STUDENT TRANSFER REQUEST FORM**
**PLEASE RETURN TO CURRENT CATCHMENT SCHOOL FOR PRINCIPALS SIGNATURES. INCOMPLETE FORMS WILL NOT BE PROCESSED.**
**PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT – Please print clearly**
**\* ALL MANDATORY FIELDS MUST BE COMPLETED**
**\*Date/Time Received  
by School:** \_\_\_\_\_

\*Date of Application: \_\_\_\_\_

\*For Transfer Effective/School Year: \_\_\_\_\_

 \*NAME OF STUDENT: \_\_\_\_\_  
                                     *Given Name(s)*                                    *Last Name*

\*Present Grade: \_\_\_\_\_ \*Grade in September: \_\_\_\_\_

\*Physical Address: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Mailing Address (if different): \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Name of Parent(s)/Guardian(s): \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Current or Catchment Area School \_\_\_\_\_ \*Requested School: \_\_\_\_\_

\*Reason for Request

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

 \*Does the student have an Inclusive Education category (eg. severe learning disabled, etc)? *If yes, please explain*

Signature - Director of Inclusive Education (if applicable)

Date

**Transportation:**

 Bussing to schools outside the catchment area will **only** be provided is space is available on regular routes and bussing fees will apply. Please contact the Transportation Coordinator for availability at 250-354-4871 ext #13540

Parent/Guardian Signature

Date:

Principal Signature - Current Catchment School

Date:

Principal Signature - Requested School

Date:

 SPACE AVAILABLE  YES  NO

 RECEIVED AT BOARD  
OFFICE:

approved

not approved

waitlist

**NOTE: All late applications  
will be wait listed until  
September 2023**

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

Comments: \_\_\_\_\_

Time \_\_\_\_\_

Signature - Superintendent of Schools or Designate

Date:

**\*\*APPLICATIONS MUST BE RECEIVED BETWEEN THE FIRST MONDAY IN JANUARY AND THE LAST FRIDAY IN MARCH\*\***