School District 8
Kootenay Lake

AP 3101 Appendix A

Student Transfer Request Form

PLEASE SUBMIT A SEPARATE FORM FOR EACH STUDENT AND RETURN TO THE CURRENT CATCHMENT SCHOOL FOR PRINCIPAL'S SIGNATURE.
THE STUDENT MUST BE REGISTERED AT CATCHMENT AREA SCHOOL PRIOR TO REQUESTING A STUDENT TRANSFER.

Date of Application: _____ (dd/mm/yyyy) Transfer effective for: _____ (School Year) Received by school: _____ (Date & Time)

Student: _____ (First Name) _____ (Last Name) Date of Birth: _____ (dd/mm/yyyy) Grade: _____ (Present / For September)

Physical Address: _____ (Street, City, Postal Code)

Phone: _____ Email: _____

Legal Guardian 1	Legal Guardian 2
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Current or Catchment Area School: _____ Requested School: _____

Reason for Request: *(Please check one of the below reasons)*

☐ Academic ☐ Social ☐ Convenience for student/family

☐ Specialized programs/courses ☐ Transportation

Legal Guardian 1 Signature: _____ Date: _____

Legal Guardian 2 Signature: _____ Date: _____

Current Catchment Principal Signature: _____ Date: _____

RECEIVED AT BOARD OFFICE Date and Time Received: _____

Student address verified through Catchment Map, confirmed catchment school: _____

Comments: _____

Approved: ◯ Not Approved: ◯ Waitlist: ◯ Effective Transfer Date: _____

Assistant Superintendent Signature: _____ Date: _____

Created: Pre-1998
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