



STUDENT OUT OF BOUNDARY TRANSFER REQUESTS – SECONDARY SCHOOLS (GRADE 9 – 12)

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| Responsibility: | <i>Senior Superintendent, Student Achievement & Well-Being</i> |
| Legal References: | <i>Education Act. (S. 171)</i> |
| Related References: | <i>Administrative Procedures 1040 - Boundary Requests - Elementary IS-10-B-Secondary School Transfer Request Form</i> |
| Revisions: | <i>April 2016</i> |
| Reviewed: | <i>April 2016</i> |

1. Preamble

The procedures that follow provide guidelines and expectations regarding the circumstances under which transfers are permitted, and the process to be followed for secondary students looking to transfer to a school other than the one in their designated area. All requests will be made in an equitable and fair manner.

2. Procedure

- 2.1 It is understood that a student will attend the school in the area where the parent/legal guardian resides. Transfer to another school may be permitted under the following circumstances:
 - 2.1.1 Participation in a board-designated specialized program not offered in the home school;
 - 2.1.2 Medical or justifiable personal reasons, duly certified by a medical practitioner or registered psychologist;
 - 2.1.3 Other compelling reasons determined to be valid.
- 2.2 For a student to be granted permission to attend a school other than the one in the area where the parent/legal guardian resides:
 - 2.2.1 The student's parent/legal guardian must first contact the principal of the home school and request the transfer through that principal;
 - 2.2.2 The parent/legal guardian of a grade eight student must apply through the grade eight student's elementary school principal using the Grade 8-9 Transfer Process (Administrative Procedure 1035);
 - 2.2.3 No additional staffing, program or facility costs are incurred;
 - 2.2.4 The student must provide own transportation;
 - 2.2.5 Both principals affected must agree that the reasons offered are valid (respective superintendents are to be consulted in cases where there is disagreement);
 - 2.2.6 Parents have the right to appeal the application process to the school superintendent.
- 2.3 Transfers will proceed on a first-come, first-serve basis.
- 2.4 The home school must complete the Secondary School Transfer Request form (IS-10-B).

- 2.5 Students affected by boundary changes, effective September of any year, are expected to attend the new school unless the students are in their **graduating year** in the present secondary school. Any exceptions must be mutually agreeable to the principals concerned. (Superintendents should be consulted when there is doubt.)