



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

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| Responsibility: | Superintendents, Student Achievement & Well-Being |
| Legal References: | Education Act. (S. 171) |
| Related References: | Administrative Procedures 1040 - Boundary Requests - Elementary IS-25-OOB-S - Out of Boundary Student Transfer Request (Secondary) |
| Revisions: | October 2020, December 2025 |
| Reviewed: | |

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 caregiver/family/parent/guardian resides. Transfer to another school may be permitted under the following circumstances:

- 2.1.1 Participation in a board-designated specialized magnet program not offered in the home school;
- 2.1.2 Medical or justifiable personal reasons, duly certified by a medical practitioner or regulated mental health professional;
- 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 caregiver/family/parent/guardian resides:

- 2.2.1 The student's caregiver/family/parent/guardian must first contact the Principal of the home school and request the transfer through that principal;
- 2.2.2 The caregiver/family/parent/guardian of a grade eight student must apply through the 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 When a student transfer is granted, the applicant is responsible for transportation;

- 2.2.5 Both principals affected must agree that the reasons offered are valid (the respective schools' Superintendents are to be consulted in cases where there is disagreement);
- 2.2.6 Ccaregivers/families/parents/guardians have the right to appeal the application process to the school Superintendent.
- 2.3 An out-of-boundary student attending a WRDSB elementary school in Grade 8 is expected to attend the WRDSB secondary school in their designated attendance area. Please refer to [Administrative Procedure 1040 Out of Boundary Requests - Elementary](#).
- 2.4 The home school must complete the [Out of Boundary Student Transfer Request \(Secondary\) form \(IS-25-OOB-S\)](#).
- 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 by the principals concerned. (Superintendents should be consulted when there is doubt.)
- 2.6 Requests will be considered based on program and timetabling demands within the school and in terms of supporting the student's academic needs.