



Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act (S.171)</i>
Related References:	<i>BP4012 – School Attendance Areas IS-12-04 Grade 8 to 9 Transfer Request</i>
Revisions:	<i>December 2015, March 2016, December 2017</i>
Reviewed:	<i>March 2016, December 2017</i>

1. Preamble

It is the policy of the Waterloo Region District School Board (Board Policy 4012) that students shall attend the secondary school in their designated attendance area. These attendance areas are designed to make efficient and economical use of the Board's facilities, programs, resources, and staff.

2. Procedure

2.1 Boundaries are established to ensure an equitable distribution of students in our secondary schools. Students in grade 8, who wish to apply for an exemption to this policy, must complete and submit the Grade 8 to 9 Transfer Form to the Principal of their home secondary school by the deadline indicated on the transfer form. Applications for transfer will not be accepted after the deadline. Grade 8 to 9 Transfer Forms are available in the main office of the student's elementary school. A student will be deemed to be eligible for an exemption to the policy according to the following criteria:

2.1.1 The student has been accepted into a system designated specialized program not offered in the home school.

2.1.2 The student has a medical reason, duly certified by a medical practitioner or registered psychologist or the student has a justifiable personal reason duly documented. Documentation from the family detailing how the medical or personal reason can't be accommodated by the home secondary school must accompany the application.

2.1.3 The student has been involved in a bullying situation and after attempts to resolve the issue it has been deemed that it is in the best interests of the student to not attend the home secondary school. Documentation from the elementary school administration or the police, confirming the seriousness and frequency of the bullying must accompany the application.

2.1.4 Note: Students applying under section 2.1 must attend the program in the boundary for the system designated specialized program or the closest system designated specialized program to their home residence if no designated boundary exists. The priority when placing students who have been exempted under section 2.2 and 2.3 of the policy is the next closest school to their home residence.

2.1.5 The following will not be considered as criteria for an exemption to the policy:

- the student wants to go to another school to be with friends;

- the student lives close to the boundary and the other school is closer;
- the student has a sibling attending the requested school or is required to provide child care;
- the student feels he/she has too far to walk to school;
- the student needs to be closer to work or an extra-curricular program in the community;
- the student wants a semester school versus non-semester school or vice versa;
- the student feels that one secondary school's program is better than another school's program.

3. Grade 8 to 9 Transfer Process

- 3.1 A Grade 8 to 9 Transfer Form must be completed and given to the Home Secondary Principal by the date indicated on the application form. Requests after the deadline will not be considered.
- 3.2 All requests will be considered at a meeting of the Secondary Principals' Grade 8 to 9 Transfer Committee. The Transfer Committee is composed of three (3) secondary principals, one of whom will act as chair of the committee.
- 3.3 The decision of the Transfer Committee may be appealed by the parent/guardian. Appeal forms are available in the main office of the student's home secondary school.
- 3.4 All appeals will be considered at a meeting of the Secondary Grade 8 to 9 Transfer Appeal Committee. The Appeal Committee will be composed of two (2) secondary principals, who are not members of the Transfer Committee, and the System Administrator designated with responsibility for Grade 8 to 9 Transfers.