



Responsibility:	Superintendent, Student Achievement & Well-Being
Legal References:	Education Act (S.171)
Related References:	BP4012 – School Attendance Areas IS-25-TR Grade 8 to 9 Transfer Request Form
Revisions:	December 2017, December 2025
Reviewed:	

#### 1. Preamble

It is the policy of the Waterloo Region District School Board (WRDSB) (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 WRDSB'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 should be submitted prior to the deadline for consideration for the upcoming school year. 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 Board Policy 4012 according to the following criteria:
- 2.1.1 The student has been accepted into a system designated specialized magnet program not offered in the home school. Students accepted under section 2.1.1 must attend the magnet program in the boundary for the system designated specialized magnet program or the closest system designated specialized magnet program to their home residence if no designated boundary exists.
  - 2.1.2 The student has a medical reason, duly certified by a medical practitioner or regulated mental health professional, or the student has a justifiable personal reason duly documented. Evidence, reasoning and medical documentation from the family will assist in reviewing the application and must be attached to the application.
  - 2.1.3 The student has been involved in a safe schools issue 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. Evidence, reasoning and

documentation from the family and verification from the elementary administrator will assist in reviewing the application and must be attached to the application.

2.1.4 Other compelling reasons determined to be valid. Evidence, reasoning and documentation from the family and verification from the elementary administrator will assist in reviewing the application and must be attached to the application.

2.1.5 Students who have been granted a transfer request under section 2.1.2 - 2.1.4 of the policy are to attend the next closest school to their home residence.

2.1.6 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 childcare.
- 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 (e.g. Specialist High Skills Major).

2.1.7 When a student transfer is granted, the applicant is responsible for transportation.

### **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 and/or are attached to the decision of the Transfer Committee.

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.