Administrative Procedure 1030

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

Responsibility: Superintendents, Student Achievement & Well-Being
Legal References: Education Act. (S. 171)
Related References: Administrative Procedures 1040 - Boundary Requests - Elementary IS-20-B-Secondary School Transfer Request Form
Revisions: October 2020
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 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/legal guardians 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-20-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.)