



# Student Transfer Request Form

PLEASE SUBMIT A SEPARATE FORM FOR EACH STUDENT AND RETURN TO THE CURRENT CATCHMENT SCHOOL FOR PRINCIPAL'S SIGNATURE.  
THE STUDENT MUST BE REGISTERED AT CATCHMENT AREA SCHOOL PRIOR TO REQUESTING A STUDENT TRANSFER.

Date of Application: \_\_\_\_\_ Transfer effective for: \_\_\_\_\_ Received by school: \_\_\_\_\_  
dd/mm/yyyy School Year Date & Time

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
First Name Last Name dd/mm/yyyy Present / For September

Physical Address: \_\_\_\_\_  
Street, City, Postal Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Guardian 1 Legal Guardian 2  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Current or Catchment Area School: \_\_\_\_\_ Requested School: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_

Legal Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Catchment Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ATTENTION: Transportation by bus to schools outside the student's catchment area will only be provided if space is available on regular routes and is not guaranteed on an ongoing basis. Busing fees will apply.  
Please contact the Operations and Transportation department regarding availability at 250-354-4871.

RECEIVED AT BOARD OFFICE Date and Time Received: \_\_\_\_\_

Student address verified through Catchment Map, confirmed catchment school: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:  Not Approved:  Waitlist:  Effective Transfer Date: \_\_\_\_\_

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_