

## **STUDENT REGISTRATION AND TRANSFERS POLICY**

**CODE: JFABC**

### **ADMINISTRATIVE REGULATIONS**

The Assistant Director of Education (Programs) or designate is responsible for the application of the Student Registration and Transfer Policy.

#### **Student Registration**

1. Application for admission will be made by registering at the school for which the student is eligible to attend in accordance with the board's established attendance zones.
2. A parent/guardian shall accompany students when they register at their zoned school.
3. If new to the district, the student, or the student's parent/guardian, shall provide proof of the student's date of birth, current address and citizenship as noted on the Kindergarten *Registration Form* or the *Eastern School District Student Registration Form*.
4. Students registering from other school systems within the province, within Canada or other countries, shall be placed in a grade level according to their chronological age. If an alternate placement is requested, it will be reviewed based on current District Policies.
5. Upon acceptance, the principal shall provide to the parents/guardians the appropriate forms for the transfer of student records (see Student Records Policy JRA)
6. Upon acceptance, the principal may schedule a conference with the student and parent/guardian to discuss student placement, school policies and procedures.
7. Parents/guardians have the right to request a transfer to a different school.

#### **Student Transfer**

8. All student transfer requests shall be submitted to the Principal of the requested school on the Eastern School District *Student Transfer Request Form* and copied to the Principal of the zoned school and the Family Senior Education Officer.
9. All student transfer requests shall be considered subject to space availability, program considerations and current staffing allocation provided to the school.

10. The decision to accept a student transfer shall be considered by the Principal in the order that requests have been received and under the following circumstances:
  - when other siblings are in attendance at the school for which the transfer is being requested
  - when there are program availability considerations
  - when the ISSP or School Team recommends it
  - when family members of the child or his/her guardian live within the catchment area of the school
  - when there are other reasons deemed acceptable by the Principal in consultation with the Family Senior Education Officer.
11. All student transfer requests shall be approved in consultation with the Family Senior Education Officer.
12. The Principal receiving the transfer request shall advise the Principal of the zoned school of the request for transfer prior to a final decision.
13. Principals shall maintain a Student Transfer Request file. This file shall be available for the review of the CEO/ Director of Education upon request. This file shall include the Transfer Applications, dates received and rationales for acceptance or rejection of the requests. All transfer applications shall be signed by the Principal.
14. Students in the English stream who change residence within a school year shall be accepted for attendance in their new zoned school.
15. Students in the French immersion stream who change residence within the school year shall be accepted in the new zoned school providing space is available.
16. If a student changes residence within a school year, the student may, subject to the provision of his/her own transportation, remain in the school for the balance of the current school year.
17. Prior to accepting a student who accesses Special Transportation, the Principal shall inform the parent/ guardian in writing that special transportation is not approved outside his/ her zoned school.
18. Unless requested by or on behalf of the student, students in short term care eg. Foster Placements, ALA's, ILA's, Voluntary Care, etc., shall continue to attend their zoned school subject to #16.
19. Appeals to Student Transfer Requests shall be made in writing as outlined in the Board Appeals Policy (Policy B-BEE).

### STUDENT TRANSFER REQUEST FORM

The purpose of this application form is to seek a transfer of a student from his or her zoned school to another school under the jurisdiction of the Eastern School Board. The application will be considered in accordance with the policies of the Eastern School Board. The original form should be sent to the Principal of the requested school and a copy of this form shall be supplied to the principal of the school from which a transfer has been requested and to the School District Senior Education Officer.

*Name of Student*

*Telephone Number*

*Permanent Family Address (Including Postal Code)*

*Present School*

*Present Grade*

### STUDENT TRANSFER REQUEST INFORMATION

A student transfer is requested: -

English  
Early French Immersion  
Late French Immersion

*From: Assigned School*

*Program Grade Level*

English  
Early French Immersion  
Late French Immersion

*To: Requested School*

*Program Grade Level*

Rationale for Transfer Request: (A separate letter may be attached to this form)



**AUTHORIZATION**

<i>Parent /Guardian Signature or Student Signature if student is over 18 years of age</i>	<i>Date and Time Submitted</i>
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<i>Principal's Signature</i>	<i>Date</i>
<p>Transfer Accepted</p> <input style="width: 100%;" type="text"/>	<p>Transfer Denied</p> <input style="width: 100%;" type="text"/>

**WHEN TRANSFER REQUEST IS PROCESSED, PLEASE DISTRIBUTE THE FOLLOWING COPIES:**

Original – School Principal – Requested School

Copy - School Principal - Zoned School

Copy - School Board Office (Senior Education Officer)