



SCHOOL DISTRICT NO. 71 (COMOX VALLEY) CROSS BOUNDARY TRANSFER REQUEST

COMOX VALLEY
SCHOOL DISTRICT

As per Board Policy 6000MR1, this form is to be used to request attendance at a school outside the student's catchment area. A copy of the policy is available from a school, the school board office, or from the school district website (<http://sd71.bc.ca>).

When you have completed the parent/guardian portion of this form, please return it to the school in your catchment area. The principal will then complete his/her section and forward it on to the school to which you are requesting the transfer. When the principals of the schools involved have made their recommendation, the superintendent or designate will make a determination and you will be notified of the decision.

Please Print

Application Date:
Year Month Day

Student Information:

Legal Last Name as on Birth Certificate	Legal First Name	Legal Middle Name	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Preferred Last Name	Preferred First Name	Birthdate: <input type="text"/> <input type="text"/> <input type="text"/> Year Month Day			
Apt. #	House #	Street Name	City	Postal Code	Home Phone #

Parent/Legal Guardian Information

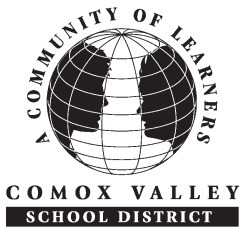
Last Name	First Name	Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/>	
Home Phone #	Work Phone #	Cell #	E-mail Address

Parents/guardians need to note the following:

- (1) For students whose request for transfer has been approved, **transportation to and from school is a parent/guardian responsibility**; and
- (2) Because this policy is subject to annual review, parents/guardians need to **inquire about the specific deadline** for submission of this request
- (3) All cross-boundary placements are governed by SD #71 Board Policy 6000MR1 Regulations
- (4) Once school capacity and availability of space has been determined, the district will declare the school to be:
 - a) open with a defined number of spaces, or
 - b) closed for cross-boundary and out-of-district applicants
- (5) Applications submitted within the established timelines will be grouped by priority category as outlined below. This priority order does not apply to district programs such as French Immersion or to students who have been administratively transferred to schools by the Superintendent of Schools or designate:
 1. Siblings of continuing students in the school whose residence falls outside the school's catchment area
 2. Students who will attend an academy or specialized program in their non-catchment school
 3. Students whose residence falls within the attendance areas of other S.D. #71 schools
 4. Students whose residence falls outside the S.D. #71 School District (out-of-district)

Signature of Parent/Guardian _____ Date _____

PLEASE COMPLETE REVERSE



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School Information

Name of School Student Currently Attends	Grade Level
Name of School Student is Requesting to Attend	Grade Level

REASON FOR TRANSFER

<i>Please indicate the reason(s) why this student is requesting to attend this school: i.e. sports academies, extenuating circumstances (social, emotional)</i>

Sibling Information: Please note the name(s) of any sibling(s) currently attending your requested school: _____

Signature of Principal from Student's Current School: _____ **Date:** _____
(acknowledging the request)

Signature of Principal from Student's Requested School: _____ **Date:** _____
(acknowledging the request)

For Office Use Only – To Be Completed by School Board Office

- Cross Boundary Transfer Application Form signed by current and requested school administer
- Cross Boundary Transfer Application Form signed by parent/legal guardian
- District Priority Category verified
- Address confirmation necessary
- Sibling(s) currently attending this school
- Learning support needs determined Specify

Transfer Approved Transfer Not Approved

Administrator's Signature _____ Date _____