

# PUBLIC SCHOOLS BRANCH

## Operational Procedure

<b>STUDENT TRANSFER</b>	
<i>Policy Section</i> <b>Programs and Services</b>	<i>Procedure Number</i> <b>401.1</b>
<i>Pages</i> <b>3</b>	<i>Approved Date</i> <b>April 20, 2017</b>
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<i>Replaces: PSB Operational Procedure 401.1 Student Transfer, April 3, 2017</i>	

### 1.0 INTRODUCTION

- 1.1 Students attend a designated school based on the geographic region of their residence and program considerations.
- 1.2 There may be multiple schools for the same level of education (e.g. elementary schools) in a particular geographical area and it is the established School Attendance Zones that define the households associated with each school.
- 1.3 The Public Schools Branch determines School Attendance Zones and may periodically adjust them, in accordance with the School Change policy, to account for demographic shifts and other identified factors.
- 1.4 The Public Schools Branch may determine there to be circumstances where a student may attend a school outside the student's School Attendance Zone. This procedure sets out the student transfer application process.

### 2.0 DEFINITIONS

- 2.1 School Attendance Zone - a defined geographical area within the Public Schools Branch which identifies where children will attend school.
- 2.2 Student Transfer Request - a request to attend a school that is outside the School Attendance Zone.
- 2.3 Parent - the legal guardian or the student (if over the age of 18) applying for the transfer request.
- 2.4 Exceptional Circumstances - particular learning, health or safety needs or requirements of a student.

### 3.0 APPLICATION PROCESS

- 3.1 Prior to a Parent requesting a student transfer to another school, the Public Schools Branch expects that the Parent will work with the school principal and appropriate branch-based staff to resolve any issues, in accordance with the Concerns and Resolution procedure.
- 3.2 *A Student Transfer Request Form* must be completed and submitted to the Public Schools Branch. The form can be found on the Public Schools Branch website or by contacting the Public Schools Branch office.

- 3.3 A Parent should submit a Student Transfer Request to the Public Schools Branch as soon as possible once the parent is aware a student transfer is wanted, particularly in grades or programs where there is a limit on the number of students.

#### **4.0 CRITERIA**

- 4.1 The Public Schools Branch shall determine the placement of students in schools in accordance with its authority to do so.
- 4.2 The Public Schools Branch, in consultation with impacted school principals and involved branch-based consultants, will use the following criteria when considering a Student Transfer Request:
  - 4.2.1 The exceptional circumstance surrounding the request;
  - 4.2.2 The availability of space and class composition at the requested school;
  - 4.2.3 The ability of the requested school to meet the needs of the transferring student; and
  - 4.2.4 The ability of Parent to provide/arrange transportation to and from school.
- 4.3 As an alternative criteria to those listed in 4.1, the Public Schools Branch may consider a Student Transfer Request to address a capacity issue.
- 4.4 In accordance with its authority under the *Education Act*, the Public Schools Branch reserves the right to review and revoke an approved Student Transfer Request at any time.
- 4.5 If there are any changes to School Attendance Zones, all student transfers out of or into an affected school are revoked. Where a student transfer is revoked as a result of re-zoning, the parent may submit a new Student Transfer Request to the Public Schools Branch for consideration.
- 4.6 The decision for a Student Transfer Request applies only to the student named in the application and does not apply to siblings.
- 4.7 A student may be issued a continuance letter by the Director of Student Services when a student moves or changes programs mid-year, affecting their School Attendance Zone, and requests to finish the remainder of the school year at the present school. The continuance letter only applies for the remainder of that school year, and a new Student Transfer Request is required for the next school year.

#### **5.0 STUDENT TRANSPORTATION**

- 5.1 If a Student Transfer Request is approved, transportation to and from school is the responsibility of the Parent. However, where circumstances allow, a Parent may apply to access existing bus routes. Bus routes and space availability are subject to change which may impact access for a student who is out-of-zone. The Parent is ultimately responsible for out-of-zone student transportation.

**6.0 FORMS**

- 6.1 Student Transfer Request Form
- 6.2 Out-of-Zone School Bus Transportation Request

**7.0 CROSS REFERENCE**

- 7.1 PSB Governance Policy - GP 12 Establishment of School Attendance Zones
- 7.2 PSB Governance Policy - GP 14 School Change
- 7.3 PSB Governance Procedure - 102.1 Concerns and Resolutions

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