



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**

ADMINISTRATIVE PROCEDURE: AP-HUM-311-01

Student Transfer Application	
Approval Date:	December 2021
Last Revised Date:	December 18, 2023
References:	Board Policy No. 311 – Student Placement

1. Purpose

- 1.1. Parents should have the option of enrolling their child in the District school of their choice subject to space and availability. This transfer process allows parents to request to have their child enrolled in the school outside of their catchment area.

2. Procedures

- 2.1. The student transfer application form (see Attachment 'B') is to be completed by the parent/guardian on behalf of their child presently enrolled in the District. The application will be received by the Principal of the student's current school which will include a discussion of the reason for the transfer request.
- 2.2. Student transfer application forms will be accepted during the January / February transfer request period.
- 2.3. Each student transfer application form will be stamped with the date and time that the transfer form was received at the requested school.
- 2.4. The student's current school will then be responsible for communicating with the requested school and will be considered at a District transfer meeting.
- 2.5. Subject to space and availability, requests will be accommodated in the order as outlined in Policy 311 – Student Placement (see Attachment 'A').
- 2.6. Parents will be informed of the result of their request by April 30th each year.
- 2.7. Student transfer forms are valid until the next registration/transfer period. Parents wishing to reapply must do so before the next transfer meeting.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

BOARD POLICY NO: 311

Student Placement	
Approval Date:	January 26, 1993; June 21, 2023
Amendment Date(s):	May 15, 2019
Reference(s):	<i>School Act 74.1</i>

The Board believes that, to the extent that school accommodation, staffing and planning arrangements will allow, parents should have the option of enrolling their children in the District school of their choice, subject to space and availability. The Board recognizes Okanagan Indian Band nominal roll students fall under the Local Education Agreement.

The following prioritized criteria will be utilized for determining student placement:

1. A catchment area child who, in the previous school year attended the school at which the educational program is made available;
2. A catchment area child;
3. A non-catchment area child;
4. A non-school district child.

For registration and placement in District Programs of Choice, siblings of current in-district students are accepted into the programs first through the registration process. All remaining program placements are determined through lottery for students that have applied for registration for a District Program of Choice.

It is understood that transfers felt desirable for medical purposes or other related confidential reasons may be granted without reference to the foregoing criteria, subject to the approval of the Principals of the schools involved.

It is intended that permission for transfer be sought and received prior to school opening in September and voluntary transfer during the course of the school year will occur only under special circumstances, and only with the prior approval of the Principals of the schools involved.

The Board hereby delegates to the Superintendent, or their designate, the decisions whether space and facilities are available in individual schools and educational programs in the School district for purposes the *School Act*.


**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO.22 (VERNON)**
ADMINISTRATIVE PROCEDURE FORM: AP-HUM-311-01-FRM
Student Transfer Application Form

Last Revised Date:	December 18, 2023
References:	Policy 311 – Student Placement

This application is to be filed by the parent on behalf of a student presently enrolled in a school in School District No. 22 (Vernon). It will be received by the Principal of the requested school only after discussion with the student's current Principal as indicated by the latter's signature below. **Student placement (transfer) forms are valid for one calendar year only.**

CONTACT INFORMATION

Student's Name:	_____	Date:	_____
Street Address:	_____		
City, Province:	_____	Postal Code:	_____
Home Phone No.:	_____	Work No.:	_____
Birthdate:	_____	Cell No.:	_____
Grade at School Year:	_____		
Anticipated Start Date:	_____		

Please provide two (2) pieces of identification that clearly identify parent/guardian and the current residential address (i.e. BC driver's licence, utility bill or tax notice).

Present School: _____
 Requested School: _____
 Reason for Transfer Request: _____

Office Use Only

Date: _____

Time: _____

Clerical Initial: _____

**Confirmed Catchment Area
School:** _____

***I acknowledge that I have read the corresponding policy that has been provided to me 'Attachment A'.**

 *Signature of Parent/Guardian

 PRINT Name: Parent/Guardian

 *Signature of Parent/Guardian

 PRINT Name: Parent/Guardian

 Acknowledged by Principal of Present School

 Date:

 Acknowledged by Principal of Requested School

 Date:

This APPLICATION has been:

☐ Approved ☐ Put on a Wait List



Cancelled



Final Approval

Please Note:

- Elementary students** attending a school outside of their catchment area will be automatically assigned to the secondary school in that same catchment area, except students enrolled in a Program of Choice. Students wishing to return to their own catchment area for secondary placement must follow the transfer process.
 - Please note: VSS catchment area schools are closed to students residing outside the VSS catchment area.
 - Please note Seaton school is closed to students residing outside the Seaton catchment area.
 - Please note: Beairsto students continuing in French Immersion will automatically be assigned to WL Seaton Secondary.
- Secondary students** who transfer schools may lose their athletic eligibility for one year at their new school in accordance with **BC School Sports eligibility rules**.

SEE FOR REFERENCE ATTACHMENT 'A' – POLICY 311 – STUDENT PLACEMENT