

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date(s)	Pages
No. 750 Student Transfer Pre-Primary to Grade 12	November 1, 2023	August 27, 1996 February 14, 2006 February 7, 2012 November 6, 2012 January 2024	7

It is the policy of the Tri-County Regional Centre for Education that students will attend schools that service the area in which they live unless student transfers are permitted in accordance with established procedures.

PROCEDURES Under Policy 750

The administrator of a student’s Catchment School together with the administrator of the Transfer School shall consider requests for student transfers. Transfer requests and renewals will not be automatically approved. Transfer applications must be submitted annually.

The following factors will be taken into consideration by the administrators of the student’s Catchment School and the Transfer School when reviewing a student transfer request:

- Program options not available in the student’s Catchment School
- Class sizes and total enrollment in the Catchment and Transfer Schools
- Student behavior record combined with probability of success in a new environment
- Extenuating circumstances of the student.
- TCRCE will not typically approve more than one transfer per school year per student.

The procedure for student transfers is as follows:

1. An application for a student transfer must be made using Appendix A: Application for Student Transfer. Parents/Guardians submit this application to the administrator of the current school. The administrator of the Catchment School will review the transfer application with the administrator of the Transfer School. Together they will determine if the transfer will be approved. The decision will be communicated to the parent/guardian by the administrator of the student’s Catchment School. Applications for the next school year must be received no later than February 28th. Administration will communicate with families between June 1 and 15 of a conditional decision contingent on changes in enrollment and class sizes. Changes to the June 15th decisions will be communicated prior to the first day of school for students. Extenuating circumstances can be addressed throughout the school year as needed. Proof of residence may be required.
2. Approved transfers may be cancelled at any time by the administrator of the Transfer School

if the student demonstrates unacceptable behaviour, lack of engagement, unacceptable attendance, or if it becomes evident that information used to grant the transfer is incorrect or has changed. When transfers are cancelled, school teams will work together to develop a transition plan back to the Catchment School that is timely. The principal's decision on the transfer cancellation is final.

3. If a transfer is approved, transportation becomes the responsibility of the parent/guardian/student. Existing bus stops for the Transfer School may be used if space/equipment is available on a bus. Busing routes will be finalized in September.
4. Approval of a student transfer does not guarantee approval of transfer requests for siblings. An individual application must be made for each student.
6. French Immersion and Intensive French programs in the TCRCE are regional programs and do not require an approved transfer while the student is enrolled in the program. These programs have identified catchment areas. Transportation becomes the responsibility of the parent/guardian/student.
7. A request for transfer from one regional center to another requires approval from Regional Executive Directors from each region. This does not apply to Conseil Scolaire Acadien Provincial (CSAP) students living within Tri-County as these communities are within TCRCE catchments.
8. If the transfer is not approved and you wish to appeal the decision, please contact the office of the Regional Executive Director of Education for TCRCE at 902-749-5818 or toll free at 1-800-915-0113.



Appendix A

Application for Student Transfer

Please complete and return to the Administrator of the student's current school, or catchment school if they are not currently registered in a TCRCE school.

Student's Name: _____ Age: _____ Current Grade: _____

Is this a transfer renewal application? YES NO

School the student is currently attending if applicable: _____

Student's Catchment School (if different than above): _____

Requesting Transfer to (Transfer School name): _____

Parent/Guardian Name(s): _____

Student Civic Address: _____

Contact phone number: _____ Alternative phone number: _____

Reason(s) for Requesting Transfer: Please be specific. Attach additional information if necessary.

Parent/Guardian Signature: _____ Date: _____

<i>School use Only</i>	Approved _____	Denied _____
_____	<i>Administrator of Catchment School Signature</i>	_____
_____	<i>Administrator of Transfer School Signature</i>	_____
<i>Date:</i> _____	_____	<i>Date:</i> _____

Applications for Transfer for the next school year must be received no later than February 28th. Administration will communicate with families between June 1st and June 15th of a conditional decision contingent on changes in enrollment and class sizes. Changes to the June 15th decisions will be communicated prior to the first day of school for students. Extenuating circumstances can be addressed throughout the school year as needed.

If a transfer is approved, transportation becomes the responsibility of the parent/guardian/ student. Existing bus stops/equipment for the Transfer School may be used if space is available on a bus. Busing routes will be finalized in September.