



**TRI-COUNTY REGIONAL CENTER FOR EDUCATION
POLICY AND PROCEDURES**

<i>Title</i>	<i>Effective Date</i>	<i>Revision Date(s)</i>	<i>No. of Pages</i>
NO. 751 Pre-Primary Program Student Transfer	October 4, 2018		1 of 6

It is the policy of the Tri-County Regional Center 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 No. 751

1. An application for student transfer (attached as **Appendix B**) clearly stating the rationale for the transfer shall be forwarded from the parents(s) or guardian(s) to the Supervisor of Pre-Primary Program. The Supervisor of Pre-Primary Program will complete the appropriate section and forward to both Principals of the sending and receiving schools. In consultation with both Principals, a decision will be made to approve or deny will be determined for each transfer request. Guidelines for approving transfers are attached as **Appendix A**.
2. Once the decision has been made, the Supervisor of Pre-Primary will, in writing, advise:
 - a) the party requesting the transfer
 - b) the Principals of the receiving and sending schools
 - c) the Coordinator of Programs
3. If the transfer request within the Tri-County is not approved by the Principal of the sending and receiving schools parent(s)/guardian(s) have the right to appeal to the Appeal Committee (Regional Executive Director or designate and Director of Programs & Student Services or designate). The decision of the Appeal Committee is final and binding. Sample letters are attached as **Appendix C**.

APPENDIX A

Guidelines for Approving Pre-Primary Program Transfers

The following guidelines will be considered when approving Pre-Primary transfers:

- a) Safety
- b) Health reasons (with diagnosed documentation)
- c) Availability of programming
- d) Interpersonal Conflicts
- e) Other reasons considered exceptional and justifiable

Administration may deny a transfer based on but not exclusive to the following:

- ✓ limitation on availability of space using the following parameters for guidance
 - Applications for transfers will only be accepted between October 1 and October 15 of a new program year. Applications will be accepted on a first submitted-first served basis.
 - 1. Receiving Programs:
 - a. Program Learning Spaces with enrolment less than 10 children will consider transfers when current total enrolment is 7 children or less
 - b. Program Learning Spaces with enrolment between 10 and 20 children will consider transfers when current enrolment is 17 children or less
 - c. Sites with enrolment over 20 children will not consider transfers
 - 2. Sending Programs:
 - a. Program Learning Spaces with enrolment of 4 children or less will not consider transfers
 - b. Program Learning Spaces with enrolment over 10 but 13 or less children will not consider transfers
- ✓ group composition may be grounds for the administration to deny a transfer

If the transfer request within the Tri-County Region is not approved by the Supervisor of Pre-Primary Programs, parent(s)/guardian(s) have the right to appeal to the Appeal Committee (Regional Executive Director or designate and Director of Programs & Student Services or designate). The decision of the Appeal Committee is final and binding.

In the event that a Pre-Primary Transfer is approved for a family/child, that transfer is only applicable and approved for that particular school year for the Pre-Primary Program. A new application would be required under Policy NO. 750 of the Tri-County Regional Center for Education should the family express interest in transferring into Grade Primary of an out of catchment school.

In February of each year the TCRCE will review enrolments at each Pre-Primary Program site and revisit/determine opportunities for potential transfers. Only applications submitted during the October 1-October 15 dates will be reviewed and on a first submitted-first served basis.

Please complete the following application (page 3) for transfer and submit to:

Jaime Spates,
TCRCE Supervisor of Pre-Primary Programs
Email: jaime.spates@tcrsb.ca
Phone: 902-740-1841
Fax: 902-749-5194



APPENDIX B

APPLICATION FOR PRE-PRIMARY PROGRAM TRANSFER

Child's name: _____ Male: ____ Female: ____

Age: ____ Date of Birth: (m/d/y) _____

Name of Parent/Guardian: _____ Phone: _____

Mailing address: _____ Postal Code: _____

Civic number: _____ Village (or road) name: _____

I hereby make application for my son/daughter to transfer from _____
School Catchment Area to _____ School Catchment Area starting
_____ (date).

The reason I request this transfer is: _____

Parent/Guardian Signature: _____ Date: _____

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**FOR ADMINISTRATION PURPOSES ONLY**

**Supervisor of Pre-Primary Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: \_\_\_\_ Denied: \_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C: Sending Program Principal
- Receiving Program Principal
- Coordinator of Programs

Send to:  
**ATTN: Jaime Spates,**  
**TCRCE Supervisor of Pre-Primary Programs**  
**Email: [jaimespates@tcrsb.ca](mailto:jaimespates@tcrsb.ca)**  
**Phone: 902-740-1841**  
**Fax: 902-749-5194**



**APPENDIX B ...continued**

**CHILD TRANSFER APPEAL PROCESS FOR DENIED TRANSFERS:**

**Child's Name:** \_\_\_\_\_

**Appeal Results:** Upheld  Overturned

**Rationale for overturning:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Appeal Committee Members:** \_\_\_\_\_  
Regional Education Director or Designate

\_\_\_\_\_  
Director of Programs & Student Services or  
Designate

**APPENDIX C**

Date:

Parent/Guardian  
Address

Further to your application for \_\_\_\_\_ to transfer from  
\_\_\_\_\_ School to \_\_\_\_\_ School,

please be advised that permission is granted for the \_\_\_\_\_ school year.

Should you wish for your child to attend a school other than the neighborhood/in catchment school in future years, it will be necessary to obtain permission by resubmitting an application for student transfer under Policy NO. 750.

\_\_\_\_\_  
Supervisor of Pre-Primary Programs

C: Principals  
Coordinator of Programs

**APPENDIX C ...continued**

Date

Parent/Guardian  
Address

Further to your application for \_\_\_\_\_ to transfer from \_\_\_\_\_

School to \_\_\_\_\_ School for the \_\_\_\_\_ school year, I regret to advise

you that your request is denied.

If you wish to appeal this decision to the Tri-County Regional Center for Education, please contact Tanya Forrest, Assistant to the Regional Executive Director at 749-5682 or toll free at 1-800-915-0113.

\_\_\_\_\_  
Supervisor of Pre-Primary Programs

C: Principals  
Coordinator of Programs