

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

UNDER REVIEW

<i>Title</i>	<i>Effective Date</i>	<i>Revision Date(s)</i>	<i>No. of Pages</i>
No. 750 Student Transfer	April 1, 1996	August 27, 1996 February 14, 2006 February 7, 2012 November 6, 2012	1 of 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 No. 750

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 principal of the current school. The principal will complete the appropriate section and forward to the principal of the receiving school. Approval or denial of both principals will be required for each transfer request. Guidelines for approving transfers are attached as **Appendix A**.
2. If a transfer is approved, parent(s)/guardian(s) of a transfer student are responsible to provide transportation to and from school for that student.

Transfer students will be permitted to travel on a Tri-County Regional Centre for Education school bus if there is a regular scheduled bus run in that area and provided there is adequate seat space available.

3. The Tri-County Regional Centre for Education will not normally approve more than one transfer per year per individual student.
 - a) Once a student transfer has been approved, the student becomes a student of that school for that school year only. In the following year(s), the student must return to his/her home school or reapply for transfer each year.
 - b) Once a student has transferred to a new school, he/she shall require a student transfer approval to attend any other school during that school year.
 - c) Upon completion of elementary and/or junior high school, the student must attend the school of their catchment area or apply for a transfer.



PROCEDURES under Policy No. 750 Con't

4. Once the decision has been made, the principal of the current school will, in writing, advise:
 - a) the party requesting the transfer
 - b) the principal of the receiving school
 - c) the Coordinator of Transportation

5. If the transfer request within the Tri-County is not approved by the principal of the sending and receiving school, parent(s)/guardian(s) have the right to appeal to the Appeal Committee (Regional Executive Director of Education 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 Student Transfers

The following guidelines will be considered when approving student transfers:

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

Limitation on availability of space or any provincial regulation such as class composition may be grounds for the administration to deny a transfer.

In some circumstances a probation period may be agreed upon for behavioural reasons. The principal of the receiving school may terminate the transfer arrangement at any time due to behavioural challenges or attendance issues.

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



APPENDIX B

APPLICATION FOR STUDENT TRANSFER

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

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

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 to _____ School starting _____ (date).

OR This is a reapplication to continue attending _____ School.

Other siblings already attending this school? Yes No

Will bus transportation be required? *Yes No

**This is only possible if a bus is already serving the area and there is sufficient room on the bus*

The reason I request this transfer is: _____

Parent/Guardian Signature: _____ Date: _____

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**~~ FOR ADMINISTRATION PURPOSES ONLY**

Current Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Receiving Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX B ...continued**

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

**Student's Name:** \_\_\_\_\_

**Appeal Results:** Upheld  Overturned

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

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

**Signature of Appeal Committee Members:** \_\_\_\_\_

Regional Executive Director of Education 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 school in future years, it will be necessary to obtain permission by resubmitting an application for student transfer.

As per Tri-County Regional Centre for Education Policy, transportation is not provided unless a bus stop is close enough and there is room on the bus. You are responsible to transport your child to and from the nearest bus stop or the school.

The principal has accepted your child's attendance; however, should there be any misbehaviour, the principal may request that your child returns to the neighborhood school.

Principal

C: Principal  
Transportation Department



**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 Centre for Education, please contact  
the Administrative Assistant to the Regional Executive Director of Education/Tri-County Regional  
Centre for Education Secretary at 749-5818 or toll free at 1-800-915-0113.

Principal

C: Principal