

School District 63 (Saanich)

APPLICATION FOR ATTENDANCE AT OUT OF AREA SCHOOL

TO BE COMPLETED BY PARENTS WISHING TO ENROL A STUDENT IN OR TRANSFER A STUDENT TO A SCHOOL OUTSIDE OF THE REGULAR CATCHMENT AREA.

Approval will only be considered when space and staff are available in the school to which the student wishes to transfer. Parents and students will be advised if the application is approved shortly after September 15 of the year in which they apply.

This form must be completed as the initial application for attendance out of area.

Name of Student: _____

Address: _____

Postal Code: _____ Phone: (H) _____ (W) _____ (Cell) _____

Please give both residence and mailing address if they are different, and include postal code.

Next Year's Grade Placement: _____

Attendance area school student should attend: _____

School student wishes to attend: _____

School presently attending: _____ How Long: _____

REASON FOR REQUEST:

(The District's prime concern is the educational welfare of the student)

This matter should be discussed with your child's present teacher or counsellor and principal as well as with the proposed teacher or counsellor and principal.

OVER

Is this student receiving support from Learning Services: **Yes** **No**

If **Yes**, please outline extent of services:

* If the student is receiving support, a School Based Team Meeting (including the Administrator and other appropriate personnel from the proposed school) should be convened by the school the child has been attending, to ensure that the child's needs are understood and planned for before a transfer occurs.

PLEASE NOTE: Transferring schools in Grades 10, 11, or 12 is likely to result in a student being INELIGIBLE for school sports teams, based on Provincial rules. Please ask for clarification if you are hoping to play on a school team.

Grade 9-12 Students – Please attach course selection form from attendance area school.

If this application is approved, parents may be responsible for transportation.

In signing this form the parent is indicating an understanding that any approval is subject to space and staff being available at the school.

Parent's Signature: _____

Date: _____

Current Principal's Signature: _____

Date: _____

Catchment Area School: _____

When the form is complete to this point including signatures it should be presented to the receiving school.

Proposed School (please sign where appropriate)

a. Put on waiting list: _____

Date: _____

b. No space available: _____

Date: _____

c. Request approved (after Sept. 15) : _____

Date: _____

(Form to be filed by the receiving school)