



# K-12 STUDENT TRANSFER APPLICATION FOR SCHOOL YEAR 2023-2024

**\*PLEASE PRINT\***

Date \_\_\_\_\_

Student nine digit PEN# \_\_\_\_\_

(This must be on form. If not known, please contact **CURRENT SCHOOL** to provide)

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

Current School 2022/23 \_\_\_\_\_ Grade \_\_\_\_\_

Currently in the English Program  French Immersion Program

Requested School for 2023/24 \_\_\_\_\_

Catchment School for 2023/24 \_\_\_\_\_

*If your catchment school is the same as your requested school please provide proof of address.*

English Program

French Immersion Program

Name of Parent/Guardian \_\_\_\_\_

Home Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email address (please print clearly):

A sibling will be attending the requested school in 2023/24. Name \_\_\_\_\_

Current Grade of sibling \_\_\_\_\_

My child attended Sundance Elementary School in 2015 (in K-4). Name \_\_\_\_\_

This application must reach your current school's office no later than **3:30 p.m. Friday, February 10, 2023.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature (currently in Grades 8-11)

**PLEASE NOTE: Students who wish to apply for The Link or District Programs (Career Preparation, Co-op Programs, Challenge, Flexible Studies, Sports Academies, Grade 6 Late French Immersion), and District Special Education programs should contact the school of their choice and are not required to fill out this form.**



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## Transfer Decisions

When there are more students than a school can accommodate, transfers will be approved based on the following priorities:

- 1 re-enrolling students
- 2 catchment area sibling
- 3 catchment area student
- NEW** 3.5 non-catchment sibling impacted by a change to a catchment boundary
- 4 non-catchment area sibling
- 5 non-catchment area student
- 6 out of district student

Student enrolment priorities apply to all new registrations, transfer requests, elementary to middle and middle to secondary transitions, for English and French programs.

Transfer applications are reviewed based on the Student Enrolment Priorities and the availability of space at the desired school. When there are fewer spaces than the number of applicants a lottery will take place in accordance with the Student Enrolment Priorities. There is no advantage to being “first” to submit a transfer form.

In the event space is limited and a middle or secondary school cannot accept all non-catchment student requests, priority will be given to those non-catchment students already in the determined pathway of schools over other non-catchment, non-pathway students.

**Please note:** Parents/guardians accept responsibility for transportation of students who receive approval to attend a school outside their designated area.

**SPORTS NOTE:** Transferring schools in Grades 9, 10, 11, or 12 may result in a student being **INELIGIBLE** for school sports teams, based on Provincial rules. Please ask a school administrator for clarification if you are hoping to play on a school team.

## Completing the Student Transfer Form

Step 1: Complete the information requested on the back of this form.

Step 2: Please have your student deliver the form to their school office, to be received no later than **3:30 p.m. Friday, February 10, 2023** to:

Your **Current School** in the Greater Victoria School District

**Parents will be notified of transfer decisions no later than March 17, 2023.**