

Living Sky School Division No. 202

Administrative Procedure (AP) Form



Form Name: 4.03A Mid-Year Out-of-Attendance Area Transfer Request

Procedure Type:	School Operations
Attached to Procedure:	4.03 – Admission of Students
Last Reviewed:	March 2023

SECTION 1: PARENT GUARDIAN SECTION

1. Complete Section 1 (Parent/Guardian Section) following a conversation with the principal of the school in the attendance area in which you reside.
2. Submit the completed form to the principal of the school that your student is currently attending (or the school of the attendance area in which you reside).
3. After due process the principal will respond in writing to the family with the decision.

Date:		Email Address:	
Student(s) Name:			
Parent/Guardian(s) Name:			
Address:			
Mailing Address & Postal Code (if different):			
Land Description (if applicable):			
Name of school your child/children attend: (or the school of the attendance area in which you reside)			
Name of school you are requesting your child to attend:			
Reason for requesting a transfer:			
Explain the learning needs of your child/children:			
Signature of parent/guardian:			
<i>The parent submits the form to the principal of the school in which the child/children currently attends, (or the school of the attendance area in which the parent resides).</i>			

SECTION 2: CURRENT SCHOOL/ATTENDANCE AREA PRINCIPAL SECTION

Review Administrative Procedure 4.03 with the parent(s).

Provide the date of the conversation held with the family to discuss the transfer:

Provide the background below regarding this request and any other items that the receiving school administrator and superintendent should be aware of when considering this request:

If behavior/intensive needs, please describe below what supports are in place (technology, mobility, personal care etc.):

Name of current school:

Current principal name:

Current principal signature:

The current school principal scans and e-mails the form to the receiving principal WITHIN 2 DAYS. Requests received at the end of June/over the summer months are to be sent straight to the school superintendent or the school division office.

SECTION 3: RECEIVING SCHOOL PRINCIPAL SECTION

Provide comments below regarding this request (classroom space, programming ability, etc.) and any other items that the superintendent should be aware of when considering this request:

Wait until the transfer is approved by the superintendent before enrolling the student in your school. An approval letter/message will be e-mailed to the principal.

Name of receiving school:

Receiving principal name:

Receiving principal signature:

Receiving principal scans and emails all form pages to the appropriate school superintendent(s) WITHIN 2 DAYS.

SECTION 3: SUPERINTENDENT SECTION	
☐ Transfer Request Approved.	
Reason:	
☐ The reason(s) for the request is (are) appropriate to the educational, safety, or health situation of the child/children as determined by the superintendents in consultation with both school administrators.	
☐ There is some other special hardship or detrimental condition affecting the student or the student's immediate family that would be alleviated as a result of the transfer.	
☐ The school has the capacity to accommodate the request.	
☐ Attendance at another school in the Division is more accessible to the parent's place of work or to the location of childcare.	
☐ Other:	
☐ Transfer Request Denied.	
Reason:	
☐ The reason(s) for the request is (are) not in the best interest of the educational needs of the student.	
☐ There is no space available in the grade level or classes	
☐ There are no appropriate educational programs or services available to improve the student's condition as stated in the request for transfer.	
☐ The admittance of out-of-attendance students will result in more staff than otherwise would be allocated.	
☐ The student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.	
☐ The Application for request has not followed the outlined procedure.	
☐ Other:	
Superintendent comments:	
Superintendent signature:	