

# Cross-District Transfer Application Form

This form is to be used for Burnaby students whose parents/legal guardians maintain primary residence within the City of Burnaby's boundaries and who are seeking to attend a school in Burnaby other than their designated attendance area school.

### ***Student Information***

*Please Print*

Gender          Male          Female

LEGAL Last Name    LEGAL First Name    LEGAL Middle Name

USUAL Last Name    Preferred First Name    Birthdate    (DD/MM/YY)

Address    Apt. #    City    Province    Postal Code

### ***Parent / Legal Guardian Information***

Relationship to Student

Last Name    First Name

Address (if different from student)

Home Phone    Work Phone    Cell Phone    E-Mail

***Please ensure you are familiar with the following information governing the admission and placement of cross-district students. Your signature is required (see page 2)***

- All cross-district admissions and placements are governed by Burnaby School Board Policy 5.05 and Regulations and Procedures 5.05.01 (*Student Admission and Placement into the Burnaby Public School System*).
- Once school capacity and availability of space has been determined, the district will declare the school to be: open with a defined number of spaces; or closed for cross-district and out-of-district applicants.
- Applications submitted for school placement within the established timelines will be grouped by priority category as outlined below. This priority order does not apply to district programs such as French Immersion, International Education or to students who have been administratively transferred to schools by the Superintendent of Schools.
  1. Siblings of continuing students in the school whose residence falls outside the school's attendance area (cross-district).
  2. Students receiving before and/or after-school childcare at a licensed childcare facility within the school's attendance area.
  3. Students whose residence falls within the attendance areas of other Burnaby schools (cross-district transfers).
  4. Siblings of continuing students in the school whose residence falls outside the Burnaby School District (out-of-district).
  5. Students whose residence falls outside the Burnaby School District (out-of-district transfers).
- Cross-district transfer applications must be submitted to the requested school between February 1 and February 28.
- Applicants who have submitted their application on time will be advised of the decision by March 31.
- Secondary students wanting to transfer to a different school and be eligible to play inter-school sports should check with the school's sports Department Head in order to be aware of potential athletic ineligibility that may occur when a student transfers to a different school.

### School Information

Name of School Where Student Currently Attends \_\_\_\_\_ City \_\_\_\_\_ Grade Level \_\_\_\_\_

Phone Number \_\_\_\_\_ PEN Number \_\_\_\_\_

Name of School Where Student is Requesting to Transfer \_\_\_\_\_ Grade Level \_\_\_\_\_

English Program

French Program

District Program

Reason for Transfer *(Please indicate the reason(s) why this student is requesting to attend this school):*

Signature of Principal from Student's Current School \_\_\_\_\_ Date \_\_\_\_\_

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

#### **For Office Use Only – To Be Completed By Requested School**

Cross-District Transfer Application Form signed by current school administrator

Cross-District Transfer Application Form signed by parent/legal guardian

District Priority Category verified District Priority Category

Proof of Licensed Childcare use verified

Sibling(s) currently attending the school

Learning support needs determined (specify)

Transfer Approved

Transfer Not Approved (reason)

Application Received by \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_