



Student Transfer Guidelines

While it is important that every student is afforded the opportunity to attend his or her school of choice, it is equally important that each of our secondary schools are safe, caring and orderly.

Managing student population, class size and staffing in our schools requires that students plan carefully should they wish to change schools. To this end, the following process has been designed to give our schools to best plan for student success.

Transfer Phase 1 (For grades 9-12 only)

Transfer Phase 1 takes place between **February 1, 2016 and February 26, 2016**.

Students who wish to apply in this phase must pick up a transfer form from the school office of the secondary school to which they had been assigned, complete all required information (including obtaining a parent/guardian signature), and return it to the main office. Principals make a decision on the application, and students are informed of this decision by **March 11, 2016**.

The best chance to transfer schools is during *Transfer Phase 1*.

Transfer Phase 2 (For grades 8-12 only)

Students who were not successfully transferred in *Transfer Phase 1* will be considered again in *Transfer Phase 2*, which occurs between **March 29, 2016 and May 18, 2016**. A second round of decisions will be made between principals, and students will be informed by **May 24, 2016**.

Phase 2 transfers will only occur if neither school is negatively impacted. The chance of a successful transfer in *Phase 2* is less likely than in *Phase 1*.

Transfer Phase 3

The third transfer window occurs between **May 24, 2016 and August 26, 2016**. A decision will be made between principals, and students will be informed of their transfer status by **August 31, 2016**. This timeline allows both the school and the student to plan for first day of classes.

Students wishing to transfer during *Transfer Phase 3* should understand that the school's staffing, class sizes and structures may prevent the transfer. Good common sense decisions will be made to balance the needs of the student and those of the school.

The chance of a successful transfer in *Phase 3* is less likely than in *Phase 1* or *Phase 2*.

Transfer After the First Day of School

Students wishing to apply for a transfer after the first day of school should note that transfers may be considered under the following circumstances:

- Where there is change of residence;
- Where it can be demonstrated that it is not in the best interest of the student to return the student to his/her home school; or
- Where the home circumstances have changed.

The chance of a successful transfer at this stage is less likely than in phases 1, 2 or 3.