



OTTAWA-CARLETON DISTRICT SCHOOL BOARD

SECONDARY STUDENT TRANSFER APPLICATION / TRACKING FORM

(REFERENCE: POLICY P.077.PLG AND PROCEDURE PR.569.PLG)

1. STUDENT INFORMATION

Name: Last: _____ First: _____ Date of Birth: _____

Address: _____ Telephone: _____

Student O.E.N. No.:¹ _____ Gender: Male: Female:

Name of Parent(s)/ Guardian(s): _____

Address: Same as student OR: _____

Telephone numbers: Home: _____ Work (mother): _____ Work (father): _____

Personal information on this form is collected under the authority of the *Education Act* and will be used for the purpose of processing the transfer request of the student. If you wish to review this information, please contact the principal of the receiving school.

2. TRANSFER REQUEST INFORMATION

Name of designated school: _____

School presently attending: _____ Program: (eg. EFI, MFI, gifted, regular English, etc): _____

Transfer request to what school? _____ Start Date: _____ Month: _____ Year: _____

Applying for: Grade: _____ Program: _____

Have you applied for a transfer to other schools? Yes No If Yes, what schools? _____

- Reason for Transfer Request:
- (a) Particular learning needs of / or requirements placed on the student
 - (b) Access to a course package (a sequential series of three courses at different grade levels) that is not available at the student's designated school, including transfer at the Grade 9 level to access a course package at the receiving school that does not commence until Grade 10
 - (c) Exceptional personal circumstances

Background / Supporting Details: *Applicant to provide adequate information and rationale supporting the transfer request below. Additional page(s) may be attached if required.*
 Check box if additional documents other than this application form have been attached.

Signature of Parent(s)/Guardian(s) or adult student if over the age of 18: _____ I certify the information provided by me is true and correct.

Date: _____

3. OFFICE USE ONLY / TRANSFER TRACKING

Transfer Granted Transfer Denied Transfer Late

4. ADDITIONAL COMMENTS (by the principal of the receiving school):

Name of Principal of Receiving School: _____ Name of Superintendent of Instruction (if applicable): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Note to Applicant: This form must be signed and provided to the receiving school office within the advertised application period. Please retain a photocopy for your files.

Note to School: The principal / office staff of the receiving school to finalize form noting decision, submit information in the school transfer log, and undertake final distribution of the form.

Distribution: 1) Original–Applicant 2) Copy–Planning Department 3) Copy–Designated School Principal 4) Copy–Receiving School Principal

¹ The student O.E.N. number can be retrieved from the student's report card or by contacting the school office where the student currently attends.

You are encouraged to review Policy P.077.PLG and PR.569.PLG, Designated School/Student Transfers - Secondary, for additional information as the following provides highlights only.

Documents can be reviewed at: http://www.ocdsb.edu.on.ca/au_pp_main.asp

1. The regular student transfer application period for each school year shall be determined and published annually by 1 December of the preceding school year.
2. Student transfer caps shall be established each year prior to the regular student transfer application period to identify the maximum number of student transfer requests that could be approved for the receiving school following the regular application period.
3. Student transfer requests received during the regular application period shall be approved by the receiving principal, in consultation with the sending principal(s) within the limitations of the student transfer cap and subject to the following criteria:

Elementary Student Transfer

- (a) particular learning needs of / or requirements placed on the student; and/or
- (b) exceptional personal circumstances.

Secondary Student Transfer

- (a) particular learning needs of / or requirements placed on the student; and/or
 - (b) access to a course package² that is not available at the student's designated school, including transfer at the Grade 9 level to access a course package at the receiving school that does not commence until Grade 10; and/or
 - (c) exceptional personal circumstances.
4. To aid in the evaluation of an application, the receiving principal may request evidence and reasoning in support of the transfer application.
 5. The Board reserves the right to restrict student transfers in certain special circumstances, for example, where restricting student transfers offers a reasonable and necessary short-term solution to a program viability issue or other such issue at a sending school.
 6. The Board reserves the right to restrict student transfers, where necessary, during the first year in which a new school attendance boundary is in effect.
 7. Any late transfer application received after the regular student transfer application period and/or any student transfer requests received during the regular application period that were refused may be reviewed by the receiving principal, in consultation with the sending principal(s), in June and again in September, to determine whether any additional transfer approvals are possible within the approved staffing arrangements at receiving and sending schools..
 8. Students will be required to attend their designated school unless a student transfer has been approved.
 9. Where a transfer application has been approved, the Ottawa-Carleton District School Board is **not** responsible for providing transportation. Transportation is the responsibility of the applicant.
 10. Reference P.077.PLG, section 4.21, for circumstances where a student may attend a school other than his/her designated school and the transfer process does not apply.
 11. Should a student be discovered to be attending a school other than the designated school by virtue of false information having been provided to the Ottawa-Carleton District School Board on the student's behalf, the student shall be required to move to the designated school at the earliest possible time that will not duly jeopardize the completion of courses already begun (e.g., early in the current school year or semester, at the end of the current semester (secondary), at the end of the current school year (elementary).
 12. For applications received during the regular application period, the parent/guardian will be advised of the student transfer decision as soon as possible following the end of the application period and no later than the end of March, in writing by the receiving school principal.
 13. Where a request for a student transfer has not been granted, an appeal may be made by the parent/guardian, or by the student if 18 years of age or older, by writing to the principal of the receiving school. Receiving principals, in consultation with the Superintendent of Instruction responsible for the receiving school, shall have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances.
 14. Where a request for a student transfer is not granted on appeal to the principal under Section 4.3 (a) of this policy, a final appeal may be made to a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer).

² A "course package" is a sequential series of three courses at different grade levels, originating from the same Ministry of Education guidelines, and commencing at Grade 9 or Grade 10.