

	STUDENTS	PRO IV-E-7
<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><b>PROCEDURES</b></p>	<p><b>Student Attendance</b> <b>TRANSFER OF STUDENTS WITHIN THE REGION</b> <b>(client-initiated)</b></p>	
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**TRANSFER OF STUDENTS WITHIN THE REGION  
(CLIENT-INITIATED)**

**PROCEDURES**

1. A parent/guardian who wishes to transfer his/her child from one school to another must complete the attached *Application for Transfer of Students Within the Region* request form and submit it to the Director of Programs and Student Services (please refer to Appendix A).
2. The application deadlines are September 15 for the full school year or Fall Semester and February 15 for the Spring Semester.
3. While the application deadlines for student transfers are firm and the requests will be processed and finalized before the start of each school year/semester, student transfer requests may be considered at other times during the school year, due to extenuating circumstances.
4. Applications for student transfers will be considered in the order in which they are received at the school board office, on a first-come, first-served basis.
5. Students must be enrolled in their local school and will remain registered at that school while the transfer request is being processed, including grade primaries and new students.
6. Upon receipt of the *Application for Transfer of Students Within the Region* request form at the school board office, the form will be dated. The principals of the current and requested schools and the Pupil Transportation Office will be informed of the student transfer request.
7. Upon receipt of the *Application for Transfer of Students Within the Region* request form, the Senior Administration Team will review the request and :
  - a. ensure that all required information and documentation has been provided by the parent/guardian;
  - b. contact the parent/guardian and/or school personnel regarding the application, as appropriate.

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8. The Senior Administration Team will review the request in accordance with eligible reasons for student transfers and render a decision within twenty (20) business days of receipt of the request.

Student transfers may be approved if there are no additional transportation and/or staffing costs to the Strait Regional School Board.

9. For approved student transfer requests, the Senior Administration Team will notify the Manager of Transportation and request information on the availability of courtesy school bus transportation, under the following conditions:

- Parents/guardians are responsible for the transportation of their child(ren) to and from the new school.
- Bussing for transfer students may be approved conditionally as a courtesy which can be revoked by the Board at any time.
- Existing bus routes and stops may be used for courtesy bussing when space is available on the bus, but new bus routes and/or stops will **not** be created to accommodate new student transfers.
- School Bus Drivers do not have the authority to approve the addition of students to their bus runs, or to advise parents/guardians as to the availability of bussing for student transfers.

10. The Senior Administration Team will notify the parents in writing within twenty (20) business days of receipt of the request whether a) the student transfer request is approved, and, if so b) whether school bus transportation is available as a courtesy.

11. Copies of all transfer applications and related written decisions will be kept on file at the school board office.

12. If the transfer request is declined by the Senior Administration Team, the parent/guardian will be notified of their option to appeal in writing within twenty (20) days of receipt of the request. Parents may follow the appeal process contained in the procedures of the Parent/Guardian Concern Protocol, PRO III-A-4, as outlined below.

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13. If the parent/guardian does not agree with the written response of the Senior Administration Team, the issue may be appealed, in writing, within ten (10) business days of receiving the written decision of the Senior Administration Team, to an Appeals Committee consisting of the Superintendent of Schools and two Board Members. Please use the attached Appendix B: Parent/Guardian Notification of an Appeal of a Student Transfer Request. The request must include a timeline, the reason for an appeal and the expected resolution.
  
14. The two Board Members will be selected on a rotational basis.
  
15. Upon receipt of a written appeal request, the Board Secretary will consult with all parties involved to establish a mutually convenient date and time for the appeal and the right of the parent/guardian to appear in person with or without one support person (personal or professional). If the parties involved choose not to participate in the appeal process, the appeal panel will meet at the predetermined date and time to render its decision.
  
16. The appeal panel may request others to attend at its discretion.
  
17. Participants are expected to be respectful of all others in the appeal hearing, and listen quietly while others present information to the appeal panel. There is no cross examination of presenters. Appeal panel members may ask questions of each presenter through the Chair of the panel.
  
18. Within twenty (20) business days of receiving the notice of the appeal, the Appeals Committee shall hold a hearing and confirm, revoke or vary the decision of the Senior Administration Team.
  
19. The format of the appeal hearing is as follows:
  - a. Welcome
  - b. Introduction of all present
  - c. Introduction of the concern
  - d. Parent/guardian/student/support person presents an overview of his/her concern including reason for an appeal and the expected resolution
  - e. Member of Senior Administration Team presents an overview of the decision
  - f. Questions of clarification from appeal panel members
  - g. Hearing concludes

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20. Within three (3) business days of the hearing, the Superintendent, on behalf of the panel, shall notify in writing, as appropriate, the parent/guardian, school administration, Senior Administration Team of the decision of the Appeals Committee.
21. The decision of the Appeals Committee shall be final and binding.
22. In an appeal process, the official file will be retained in the office of the Superintendent of Schools for a period of at least one year from the date of the Appeals Committee decision, after which the file will be destroyed.

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**IMPORTANT:**

**Deadlines for application are September 15 for the full school year or fall semester and February 15 for the spring semester. Completed written applications and supporting documentation, if required, must be submitted to the Director of Programs and Student Services.**

**APPENDIX A:**  
STRAIT REGIONAL SCHOOL BOARD  
**APPLICATION FOR TRANSFER OF STUDENTS WITHIN THE REGION REQUEST FORM**  
**PARENT/GUARDIAN FORM**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First                      Middle                      Last

Present School: \_\_\_\_\_ Grade: \_\_\_\_\_ Program: \_\_\_\_\_

School Requested: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Current Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reason for Request:** Please check the eligible reasons for requesting a student transfer and attach supporting documentation, as appropriate:

- Access to educational programs and/or student services not available at their local school;
- Educational needs, including those of a physical, medical or social/emotional/behavioral nature
- Other (please specify) \_\_\_\_\_

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**Please read and initial each box below and sign the application form to indicate acceptance of the conditions for student transfers.**

- I understand that, if the transfer is approved, I am responsible to transport my child to and from the receiving school.
- I understand that bussing for my child, if approved, is a courtesy that may be revoked at any time by the Strait Regional School Board.
- I understand that school bus routes and/or stops will **not** be changed to accommodate new student transfers.
- I understand that student transfers may be approved if there are no additional transportation and/or staffing costs to the Strait Regional School Board.

Parent/Guardian Comments:

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

\_\_\_\_\_  
Date

For more information, please refer to the Transfer of Students Within the Region Policy IV-E-7.

**Please submit this application form to:**

Director of Programs and Student Services  
 Strait Regional School Board  
 16 Cemetery Road  
 Port Hastings, NS B9A 1K6

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**APPENDIX B**  
**PARENT/GUARDIAN NOTICE OF APPEAL OF A STUDENT TRANSFER DECISION**

**Confidential**

School: \_\_\_\_\_ Principal/Designate: \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date of Written Senior Administration Response to Student Transfer Request: \_\_\_\_\_

**Please include a timeline, the reason for an appeal and the expected resolution.**

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**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit this appeal form to:**  
 Superintendent of Schools  
 Strait Regional School Board  
 16 Cemetery Road  
 Port Hastings, NS  
 B9A 1K6