

	STUDENTS	IV-E-7
STRAIT REGIONAL CENTRE FOR EDUCATION <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	TRANSFER OF STUDENTS (client-initiated)	
	Adopted: August 6, 1997 Revised: January 4, 2006 June 1, 2011 June 21, 2021 Page: 1 of 3	

TRANSFER OF STUDENTS (CLIENT-INITIATED)

POLICY STATEMENT

The Strait Regional Centre for Education determines the appropriate placement of its students for attendance purposes in order to plan programs, organize transportation services, and generally manage the school system. The Strait Regional Centre for Education acknowledges that, under certain circumstances, it is sometimes in the best interest of students to transfer to a school other than their local school.

The purpose of this policy is to provide guidelines for processing student transfer requests in a responsive, systematic and timely fashion.

The policy and supporting procedures apply to the transfer of a student from a school to another school within the jurisdiction of the Strait Regional Centre for Education.

GUIDELINES

1. The Strait Regional Centre for Education determines student placement in schools.
2. Student transfers may be approved if there are no additional transportation and/or staffing costs to the Strait Regional Centre for Education .
3. Parent(s)/guardian(s) may request a transfer to another school for eligible reasons by completing an [Application for Transfer of Students Within the Region](#) request form as contained in PRO IV-E-7.
4. Eligible reasons for requesting a student transfer include, but are not limited to:
 - 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
5. Ineligible reasons for requesting a student transfer include, but are not limited to:
 - Students who are suspended from school and are seeking access to another board facility;
 - Students who want to play on sports teams at another school (For more information, please refer to the Nova Scotia School Athletic Federation (NSSAF) Handbook)

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	Adopted: August 6, 1997 Revised: January 4, 2006 June 1, 2011 June 21, 2021 Page: 2 of 3	

6. The primary consideration in the evaluation of transfer requests is the best interest of the student. Transfer requests are also evaluated to determine if the receiving school can reasonably provide the requested educational programming arrangements that are best suited to the student. Key factors include, but are not limited to:
 - class sizes;
 - class schedules;
 - class compositions;
 - course offerings;
 - program availability; and
 - student services and/or other operational conditions in the receiving school.

7. When a student is transferred, the new school becomes the student's school of record. A return to the former school is considered a transfer and is subject to the provisions of this policy.

However, students transferring in their graduating year in order to take required courses not available in their current school of record, may opt to graduate from their former school.

8. For approved student transfers, parent(s)/guardian(s) are responsible for the transportation of the student to and from the receiving school.

9. Entitlement for school bus service is given to students residing in the geographical area of the school. In instances where the Manager of Transportation determines that school bus transportation is available on existing bus stops, routes and schedules, approval may be granted for the student to access school bus transportation to and from the receiving school.

10. As per the Ministerial School Transportation Policy, parent(s)/guardian(s) are responsible to get their children to and from the bus stop.

11. School bus service for transfer students may be revoked at any time in response to changing school bus transportation conditions.

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	Adopted: August 6, 1997 Revised: January 4, 2006 June 1, 2011 June 21, 2021 Page: 3 of 3	

12. To the extent possible, receiving schools will approve student transfers based on the best interest of the student, eligible transfer reasons and school capacity to accommodate additional students. Student transfer requests involving extenuating circumstances will be addressed on a case by case basis, as appropriate.

13. The Strait Regional Centre for Education has established a set of procedures to guide all aspects of this policy. Please refer to PRO IV-E-7.