

	<b>STUDENTS</b>	<b>PRO IV-E-7</b>
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	1 of 9

### **TRANSFER OF STUDENTS WITHIN THE REGION (CLIENT-INITIATED)**

#### **PROCEDURES**

1. Parent(s)/guardian(s) who wish to transfer their child from one school to another, from one pre-primary program to another, or a conseil scolaire acadien provincial or Mi'kmaw Kina'matnewey school to a SRCE school, must complete the attached *Application for Transfer of Students Request Form* and submit it to the Director of Programs and Student Services (please refer to Appendix A).
2. Upon receipt of a completed *Application for Transfer of Students Request Form*, student transfer requests for students living within the school's catchment area shall normally be approved.
3. If there are custody arrangements in place, a copy of the legal agreement shall be required in order to process the transfer application.
4. The application deadlines are September 15 for the full school year or Fall Semester and February 15 for the Spring Semester.
5. 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.
6. Applications for student transfers will be considered in the order in which they are received at the Regional Centre for Education office, on a first-come, first-served basis.
7. Students must be enrolled in their local school and will remain registered at that school while the transfer request is being processed, including pre-primary children, grade primaries and new students.
8. Requests for student transfers received in the Spring for the upcoming school year will be reviewed throughout the summer and decisions will be communicated to parent(s)/guardian(s) prior to school start up.
9. Requests for transfer of children from a pre-primary program outside of the child's area of residence (catchment area) will be considered if the requested program can accommodate the child based on established enrollment numbers.

	<b>STUDENTS</b>	<b>PRO IV-E-7</b>
<p align="center"><b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i></p> <p align="center"><b>PROCEDURES</b></p>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	2 of 9

10. Approval to attend a pre-primary program outside of the child's area of residence (catchment area) will confirm that the child may also attend grade primary in that school if the parent(s)/guardian(s) so choose.
11. Upon receipt of the *Application for Transfer of Students Request Form* at the Regional Centre for Education, the form will be dated. The student transfer request shall be reviewed in consultation with the principals of the current and requested schools, the Strait Regional Centre for Education Transportation Department and the Strait Regional Centre for Education Human Resources Department. If the request is for a pre-primary child, the Manager of Pre-primary and Early Years program shall be consulted.
12. Upon receipt of the *Application for Transfer of Students Request Form*, the Director of Programs and Student Services/designate shall review the request and:
  - a. ensure that all required information, documentation, and signatures have been provided by the legal, custodial parent(s)/guardian(s);
  - b. contact the parent(s)/guardian(s) and/or school personnel regarding the application, as appropriate and necessary.
13. The Director of Programs and Student Services/designate and one (1) other director/designate shall review the request in accordance with eligible reasons for student transfers as outlined in the Policy [IV-E-7 Transfer of Students \(client-initiated\)](#) and the [Nova Scotia School Athletic Federation \(NSSAF\) Handbook](#). A decision shall be rendered within twenty (20) business days of receipt of the request with the exception of spring requests for the following school year.
14. Student transfers may be approved if there are no additional transportation and/or staffing costs to the Strait Regional Centre for Education.
15. For approved student transfer requests, the Director of Programs and Student Services/designate shall notify the Manager of Transportation and request information on the location of established bus routes and the availability of school bus transportation, for students living outside of their catchment area, under the following conditions as outlined in the [School Transportation Policy](#):
  - The SRCE is not required to provide transportation options to students who are approved to attend a school out of their catchment area.
  - The SRCE may extend transportation services to a student living outside of their catchment area if transporting the student is part of a specific education plan or if
    - the student can access an existing bus stop approved for use by in-catchment students,

	<b>STUDENTS</b>	<b>PRO IV-E-7</b>
<p align="center"><b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i></p> <p align="center"><b>PROCEDURES</b></p>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	3 of 9

- there is space on the bus, and
  - the travel time for students on the bus can be maintained as required under clause 5.4. of the [School Transportation Policy](#)
  - The SRCE may withdraw transportation options for out-of-catchment students if it is deemed necessary to maintain transportation services to eligible students. If the decision is made to withdraw transportation, the SRCE shall inform the student and parent/guardian of the effective date when transportation will cease to be available.
16. The Director of Programs and Student Services/designate shall notify the parent(s) 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 for student(s) living outside of their catchment area.
17. If the transfer has been approved, the parent(s)/guardian(s) must complete the registration process at the requested school, including “Request for Transfer of Student Records” of the [Student Records Policy](#)
18. Once Principals are notified of the approved transfer request, they shall update all applicable student information system documents including enrollment.
19. Copies of all transfer applications and related written decisions will be kept on file at the Regional Centre for Education office.
20. Parents who are not in agreement with the transfer request decision may ask for a review by the Student Transfer Review Committee by completing the *Parent/Guardian Request For An Appeal of the Student Transfer Decision*, Appendix B.
21. The Transfer Review Committee (“the Review Committee”) shall be made up of three SRCE staff members, including:
- 2 Directors/designates
  - one other member with an understanding of the school or family of schools.
22. The Review Committee will meet as frequently as is required to respond to requests for review in a timely manner.
23. Arrangements for the review will accommodate the following:
- The parent(s)/guardian(s) will be informed of the review process and will be invited to meet with the review committee.
  - Review Committee members will be provided with information about the transfer decision, the *Parent/Guardian Request For An Appeal of the Student Transfer Decision*, Appendix B,

	<b>STUDENTS</b>	<b>PRO IV-E-7</b>
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	4 of 9

and any additional information provided by the parent(s)/guardian(s), at the review committee meeting.

24. The Review Committee will make a decision to approve, revoke, or vary the transfer decision, considering
  - whether policy has been followed
  - whether there are special circumstances related to the needs of the student, student safety
  - whether the original decision considered and was in alignment with the proper application of the Education Act.
  
25. The decision of the Review Committee will be by consensus or majority vote. The decision must be provided to the individual who has requested the review in writing and is final.
  
26. The decision of the Review Committee will be communicated to the parent(s)/guardian(s) within seven (7) days of the Review Committee meeting.
  
27. In a review process, the official file will be retained in the office of the Regional Executive Director.

	<b>STUDENTS</b>	<b>PRO IV-E-7</b>
<p align="center"><b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i></p> <p align="center"><b><i>PROCEDURES</i></b></p>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013
		December 5, 2013
		June 21, 2021
	Page:	5 of 9

### **Transfer of Students from Outside the Region**

#### **(CLIENT-INITIATED)**

1. Parent(s)/guardian(s) who wish to transfer their child from a school or pre-primary outside the boundaries of the Strait Regional Centre for Education, must apply to the Regional Centre for Education/Board in which they reside and receive written release from their current Regional Centre for Education/Board.
  
2. Parent(s)/guardian(s) who wish to transfer their child to the Strait Regional Centre for Education must complete the attached *Application for Transfer of Students Request Form* and submit it and the written release from their current Regional Centre for Education/Board to the Director of Programs and Student Services of the Strait Regional Centre for Education (please refer to Appendix A).
  
3. Refer to number 1 for TRANSFER OF STUDENTS WITHIN THE REGION (CLIENT-INITIATED) for additional guidelines for the process.

	STUDENTS	PRO IV-E-7
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	6 of 9

**IMPORTANT:**

Deadlines for application are September 15 for the full school year or fall semester and February 15 for the spring semester. Requests for student transfers received in the Spring for the upcoming school year will be reviewed throughout the summer and decisions will be communicated prior to school start up. Completed written applications and supporting documentation, if required, must be submitted to the Director of Programs and Student Services.

**APPENDIX A:**  
Strait Regional Centre for Education

**APPLICATION FOR TRANSFER OF STUDENTS REQUEST FORM**  
**PARENT/GUARDIAN FORM**

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

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

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

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

Contact Information and Signature of all legal custodial parent(s)/guardian(s) is required:

Parent 1:

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

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

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

Email: \_\_\_\_\_

	STUDENTS	PRO IV-E-7
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	7 of 9

Parent 2:

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
- Change in legal custodianship/guardianship (legal documentation required)
- Change in living arrangements (documentation/written agreement provided by legal custodial parent(s)/guardian(s))
- Other (please specify) \_\_\_\_\_

**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, may be revoked at any time by the Strait Regional Centre for Education.
- I understand that school bus routes and/or stops will **not** be changed to accommodate new student transfers.

	STUDENTS	PRO IV-E-7
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
	Adopted:	June 1, 2011
	Received:	May 15, 2013 December 5, 2013 June 21, 2021
	Page:	8 of 9

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(s)/Guardian Signature(s)**

Parent/Guardian 1 \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian 2 \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this application form to:**

Director of Programs and Student Services  
 Strait Regional Centre for Education  
 304 Pitt Street, Unit 2;  
 Port Hawkesbury,  
 NS B9A 2T9



	STUDENTS	PRO IV-E-7
<b>STRAIT REGIONAL CENTRE for EDUCATION</b> <i>Excellence in Lifelong Learning</i>  <b>PROCEDURES</b>	<b>TRANSFER OF STUDENTS (client-initiated)</b>	
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	Received:	May 15, 2013
		December 5, 2013
		June 21, 2021
	Page:	9 of 9

**APPENDIX B**  
**PARENT/GUARDIAN REQUEST FOR AN APPEAL OF THE 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 Response from Director of Programs and Student Services of 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:**  
Regional Executive Director of Education  
Strait Regional Centre for Education  
304 Pitt Street, Unit 2;  
Port Hawkesbury,  
NS B9A 2T9