

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: _____

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.
- 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:

Parent(s)/Guardian Signature(s)

Parent/Guardian 1 _____

Date _____

Parent/Guardian 2 _____

Date _____

For more information, please refer to the [Transfer of Students Policy IV-E-7](#), and [supporting procedures, PRO IV-E-7](#)

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