

## Administrative Procedure 306 – Student Transfers

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### Background

The Division reserves its right under the Education Act to assign students to attend a specific school. Only where adequate resources and facilities permit and applications made through appropriate channels will the Division consider enrolling students in another Division school other than the one to which they are assigned.

### Procedures

1. All requests for transfers shall be in writing. Such requests shall outline clearly the reasons for requesting a transfer.
2. The letter will be addressed to the Principal of the school in which the child is currently registered, and will be copied to the Principal of the school to which the parent is seeking a transfer.
3. On receiving a request for transfer, the Principal of the school in which the child is currently registered will carefully review the request, in consultation with the parent(s), and any third parties who may be in a position to provide information (Student Services, Mental Health, Transportation, the other school, etc.).
4. Within five (5) school days, the Principal will provide a written response to the family requesting the transfer request with clear reasons for the decision. This letter will be copied to the Principal of the school to which the parent is seeking a transfer.
5. The parent may appeal the decision of the Principal to the Superintendent.
6. Parties to the transfer that wish to challenge the decision of the Superintendent may appeal to the Board in accordance with [Board Policy 13 - Appeals Regarding Student Matters](#).

Reference: Section 4, 7, 11, 21, 32, 33, 52, 53, 59, 197, 222 Education Act

Effective: 2009-04-15

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