Prince Rupert School District No. 52

APPLICATION FOR TRANSFER TO AN ALTERNATIVE ELEMENTARY SCHOOL AREA

******To be submitted to School Board Office between the 1st school day in February and the last school day in February .******

RECEIVED AT BOARD OFFICE:

Date: _____

Time: _____

PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT

_____
NAME OF STUDENT (please print)

Date of Birth: _____ _____

For Transfer Effective/
School Year: _____

_____
Address

Present Grade: _____ Grade in September: _____

_____
Postal Code

Phone: _____

_____
NAME OF PARENT(S)/GUARDIAN(S) (please print)

CATCHMENT AREA SCHOOL: _____

DATE OF APPLICATION: ____ _____

CURRENT SCHOOL: _____

REQUESTED SCHOOL: _____

DOES YOUR CHILD HAVE AN INDIVIDUALIZED EDUCATION PLAN (IEP)? ☐

Reason for Request:

academic programming, specifically _____

extra curricular programming, specifically _____

social/emotional, specifically _____

health/safety, specifically _____

other, specifically _____

(*Please attach another page if more space is needed*.)

I have read Policy 1210 and Regulation 1210-10 plus the Conditions on the reverse side of this form.

Signed: _____
Parent/Guardian

Upon being signed by the parent/guardian, this application must be submitted to either the principal of the school the student is currently attending or the School District Board Office.

The Parent or Guardian will be contacted by phone and/or letter with the cross boundary decision. (If any special conditions apply they will be stated below.)

☐ **Emailed to Superintendent** ☐ **School notified** ☐ **Approved** ☐ **Declined**

Comments:

_____

_____

Superintendent or Designate: _____ **Date:** _____

CONDITIONS OF APPLICATION

(a) Application forms will be available from schools or the School Board Office. These completed application forms shall only be submitted commencing on the first school day in February and for the purpose of 74.1 of the School Act, applications need to be received no later than the last school day in February.

(b) Parents will be expected to familiarize themselves with the program and organization of the requested school.

(c) Transportation, if needed, will be a responsibility of parents.

(d) Parents may be expected to assume responsibility for making lunch arrangements for the student during the noon hour.

(e) Priority of placement, except when urgent circumstances are involved will depend on the order in which applications are received. Limitations on transfers may vary with the grade level and school involved.

It should be noted that provincial class sizes have been established that vary. No kindergarten class may exceed 22 students however the average class size in the aggregate, district-wide, may not exceed 19 students. No grade one to grade three class may exceed 24 students, however the average class size in the aggregate, district-wide, may not exceed 21 students. The average class size for Grades 4 to 12 district-wide, may not exceed 30 students. Also, the physical limitations of a classroom may also pose restrictions on the number of students that can be accepted into any given classroom as some students may have disabilities that require specialized and space consuming equipment.

Principals and their staff are aware that class size and composition issues do impact the quality of educational programs. As a result, reasonable limits are placed on the number of students who can be accommodated through transfers. Circumstances, including cohort numbers, students transferring in from other districts during the course of the school year as well as financial constraints, may, however, necessitate larger classes.

The overall implication is that the availability of space / facilities is a joint responsibility between the school and district which necessitates continuous communications as classes are being composed to ensure compliance to class size limits as well as to attempt to create better working and learning conditions in our district's classrooms.

(f) If necessary, to prevent schools from becoming overcrowded and to protect the rights of students in regular attendance at a school, approval may be rescinded