



Please refer to page 2 before completing form.

To be completed by Student and Parent/Legal Guardian & Signed by Principal/Assistant Principal of **Designated** school.

Student Name: (Last Name, First Name, Middle Initial)		CBE Student ID #:	Date of Birth: (YYYY/MM/DD)
Student Address: (with Postal Code)			Special Education Coding: <input type="checkbox"/> Yes <input type="checkbox"/> no
Current School:		Current Grade:	Designated School:
Requested School:		Requested Grade:	
Parent/Legal Guardian Name:		Address (if different from student):	
Home Phone:	Business Phone:	Cell Phone:	Email Address:
Subjects Desired at Requested School:			
Reason for Transfer Request: Educational Program - specify: Other – specify:			
<p>I, as a Parent/Guardian acknowledge that:</p> <ul style="list-style-type: none"> <li>a) this application for transfer will not necessarily result in the student's transfer to the requested school and</li> <li>b) the application will be considered with regard to enrolment priorities set out under the <i>School Act</i> and the policies of the Calgary Board of Education.</li> </ul> <p>Note: If the student is an "independent student" as defined in the School Act, the student's residency will be considered.</p>			
Signature of Parent/Guardian:			
This Application for Transfer was discussed with the Principal/ Assistant Principal of the <b>Designated</b> school on:		Date: (YYYY/MM/DD)	
Signature of Principal/ Assistant Principal of <b>Designated</b> school:			
<p><b>Authorization for Collection of Personal Information</b></p> <p>Personal information contained on this form is collected under the Student Record Regulation of the <i>School Act</i>, and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>. The information will be used for the purpose of student registration. If you have any questions regarding the collection of this information, contact the school Principal.</p>			

To be completed by **Requested** school.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature of Principal/Assistant Principal of <b>Requested</b> School:	Date: (YYYY/MM/DD)



## Questions |

Please contact your designated school for further information and assistance.

## Important |

Transfer applications **received by March 15**, regarding next school year, will be processed prior to May 1 of the current school year.

Requests received after March 15, regarding next school year, may not be considered until after the first full week of school of the next school year.

## Instructions

- 1 | Read Additional Information.
- 2 | Students and Parents/Legal Guardian **must** fill out Page 1 - Application for Transfer form.
- 3 | Set-up meeting with **Designated** school Principal/Assistant Principal.
- 4 | Signature of the Principal/Assistant Principal of the Designated school **must** be obtained on application form before proceeding to step 5.
- 5 | Set-up meeting with **Requested** school. Make sure to take the completed Application for Transfer form to meeting.
- 6 | Once a decision is made, the Principal/Assistant Principal of the Requested school will complete this form and send it to the Designated school.

## Additional Information

- Transfer requests will be approved **only if space and resources are available** in the requested school/ grade.
- Transfer requests will not be granted on Athletics Programs.
- Continued registration may be limited to the program entered.
- Registration of out-of-attendance area students will be reviewed on an annual basis.
- Signature of Principal/ Assistant Principal of designated school indicates they are aware of this transfer request and it has been discussed with the parents.
- A copy is retained by the designated school.
- The original is delivered to the requested school.
- Decisions regarding acceptance of out-of-attendance area students will be based on the following:
  - Educational programming not available at designated school.
  - Siblings who wish to remain together.
- Generally, the following will only be considered in exceptional circumstances should space and resources be available:
  - Peer group support.
  - Transportation.