

# Transfer Request Form

*For students currently attending North Vancouver School District schools*

**This form must be submitted in person by a parent or legal guardian to:**

**Central Registration, 2nd Floor, 2121 Lonsdale Avenue, North Vancouver, B.C., V7M 2K6**

Transfer request submitted between Jan 18 & Mar 5, 2021\* (\*Supporting documents required as per page 2)

Transfer request due to a change in residence (\*Supporting documents required as per page 2)  Principal initiated transfer

**\*March 5, 2021 is the transfer deadline for 2021/2022 school year except where a change in student's primary residence results in a new catchment area**

School/Program Choice	
Current School/Program	North Van Catchment Area School
1st School/Program Request	2nd School/Program Request

Reason for requesting this transfer: \_\_\_\_\_

**Student Information** *Please Print*

LEGAL Last Name	LEGAL First Name	LEGAL Middle Name(s)	
Entering School Year (YYYY-YYYY) :	Entering Grade	Birthdate (DD/MMM/YYYY):	
Apt #	Previous Address	City	Postal Code
Apt #	<b>New or Current Address (if due to a move)</b>	City	Postal Code

Inclusive Education:  IEP / SPED  ELL  Speech / Lang  OT / PT

**Sibling Information (school aged)**

Name of Sibling 1 (Last, First):	Current School/Program or Applying to:	Birthdate (DD/MMM/YYYY):	School Yr - Grade
Name of Sibling 2 (Last, First):	Current School/Program or Applying to:	Birthdate (DD/MMM/YYYY):	School Yr - Grade

**Parent/Guardian Information**

Student Lives With:  Both Parents  Mother Only  Father Only  Legal Guardian  Other: \_\_\_\_\_

**Parent/Guardian 1**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Address (if different from Parent/Guardian 2): \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Parent/Guardian 2**

Relationship to Student: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Address (if different from Parent/Guardian 1): \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Applicant's Declaration and Agreement**

The information on this form is collected under the authority of the *School Act*. The information provided will be used for educational programs and administrative purposes, and when required may be provided to health services, social services or support services as outlined in the *School Act*. The information collected on this form will be protected consistent with the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the information recorded on this form, please contact the District Principal, Administrative Services. *I certify that the above information is correct and valid as of this date. I understand that the provision of false information may lead to my child no longer being able to attend the assigned school.*

Parent/Guardian Name - Please Print	Parent/Guardian Signature	Date (DD/MMM/YYYY)
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**For Internal/Central Registration Use Only**

Current School Principal Signature (if Principal to Principal)	Receiving School Principal Signature (if Principal to Principal tsfr)
Received By:	Date (DD/MMM/YYYY):

## Documents required for all student transfer requests:

**Please bring originals** - Central Registration staff will make copies

1. **Legal documentation involving guardianship** - separation, divorce, guardianship orders, adoption orders, etc.
2. **Proof of address** in BC   
(current address determines catchment, pre-sale agreements are not considered)  
Accepted documents are:
  - **Home Owners:**
    1. Current BC Hydro, gas, landline telephone, or internet/cable statement
    2. Purchase agreement, if you have just bought a new home with subjects removed
  - **Renters:**
    - Formal rental or lease agreement **and a current BC Hydro**, gas, landline telephone, or internet/cable statement in the tenant's or landlord/homeowner's name (as per lease/tenancy agreement)

**Please note:** If you do not have a formal tenancy agreement (e.g., living with family/friend), we require:

    - Letter from the tenant/homeowner stating this living arrangement including the names of all your family members (children & parents) living in their residence, **and**
    - Proof of their address (as per accepted documents above)