

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 <small>Please Print</small>			
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 #	New or Current Address (if due to a move)	City	Postal Code
Inclusive Education: <input type="checkbox"/> IEP / SPED <input type="checkbox"/> ELL <input type="checkbox"/> Speech / Lang <input type="checkbox"/> 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: <input type="radio"/> Both Parents <input type="radio"/> Mother Only <input type="radio"/> Father Only <input type="radio"/> Legal Guardian <input type="radio"/> 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			
<p>The information on this form is collected under the authority of the <i>School Act</i>. 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 <i>School Act</i>. The information collected on this form will be protected consistent with the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the information recorded on this form, please contact the District Principal, Administrative Services.</p> <p><i>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.</i></p>			
Parent/Guardian Name - Please Print		Parent/Guardian Signature	Date (DD/MMM/YYYY)
			Print Form
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)