

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 17 & Mar 4, 2022* (*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 4, 2022 is the transfer deadline for 2022/2023 school year except where the student is requesting a move to their catchment school**

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)
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Entering School Year (YYYY-YYYY):	Entering Grade
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Birthdate (DD/MMM/YYYY): _____

Apt #	Previous Address	City	Postal Code
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Apt #	New or Current Address (if due to a move)	City	Postal Code
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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
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Name of Sibling 2 (Last, First):	Current School/Program or Applying to:	Birthdate (DD/MMM/YYYY):	School Yr - Grade
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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)
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Email Address	Home Phone	Work Phone	Cell Phone
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Parent/Guardian 2 Relationship to Student: _____

Last Name	First Name	Address (if different from Parent/Guardian 1)
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Email Address	Home Phone	Work Phone	Cell Phone
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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)
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Received By:	Date (DD/MMM/YYYY):
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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:
 - a. Current utility statement: BC Hydro, gas, landline telephone, or internet/cable statement.
If you receive these online, please print your most recent statement
 - b. If you have just purchased a home, please provide your purchase agreement with subjects removed
 - c. If all utilities are included in your rental agreement, please provide a copy of your rental/lease agreement **and** a current BC Hydro, gas, landline telephone, or internet/cable statement in the landlord's/homeowner's name as per the 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)