

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 <input type="text"/>	North Van Catchment Area School <input type="text"/>		
1st School/Program Request <input type="text"/>	2nd School/Program Request <input type="text"/>		
Reason for requesting this transfer: <input style="width:100%;" type="text"/>			
Student Information <i>Please Print</i>			
LEGAL Last Name <input type="text"/>	LEGAL First Name <input type="text"/>	LEGAL Middle Name(s) <input type="text"/>	
Entering School Year (YYYY-YYYY) : <input type="text"/>		Entering Grade <input type="text"/>	
Birthdate (DD/MMM/YYYY): <input type="text"/>			
Apt # <input type="text"/>	Previous Address <input type="text"/>	City <input type="text"/>	Postal Code <input type="text"/>
Apt # <input type="text"/>	New or Current Address (if due to a move) <input type="text"/>	City <input type="text"/>	Postal Code <input type="text"/>
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): <input type="text"/>	Current School/Program or Applying to: <input type="text"/>	Birthdate (DD/MMM/YYYY): <input type="text"/>	School Yr - Grade <input type="text"/>
Name of Sibling 2 (Last, First): <input type="text"/>	Current School/Program or Applying to: <input type="text"/>	Birthdate (DD/MMM/YYYY): <input type="text"/>	School Yr - Grade <input type="text"/>
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: <input type="text"/>			
Parent/Guardian 1		Relationship to Student: <input type="text"/>	
Last Name <input type="text"/>	First Name <input type="text"/>	Address (if different from Parent/Guardian 2) <input type="text"/>	
Email Address <input type="text"/>		Home Phone <input type="text"/>	Work Phone <input type="text"/>
Cell Phone <input type="text"/>			
Parent/Guardian 2		Relationship to Student: <input type="text"/>	
Last Name <input type="text"/>	First Name <input type="text"/>	Address (if different from Parent/Guardian 1) <input type="text"/>	
Email Address <input type="text"/>		Home Phone <input type="text"/>	Work Phone <input type="text"/>
Cell Phone <input type="text"/>			
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 - <i>Please Print</i> <input type="text"/>		Parent/Guardian Signature <input type="text"/>	
		Date (DD/MMM/YYYY) <input type="text"/>	
Print Form			
For Internal/Central Registration Use Only			
Current School Principal Signature (if Principal to Principal) <input type="text"/>		Receiving School Principal Signature (if Principal to Principal tsfr) <input type="text"/>	
Received By: <input type="text"/>		Date (DD/MMM/YYYY): <input type="text"/>	

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)