

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 20 & Feb 28, 2020* (*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

***February 28, 2020 is the transfer deadline for 2020/2021 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 Placement Request		2nd Placement Request		
Reason for requesting this transfer: _____				
Student Information <i>Please Print</i>				
LEGAL Last Name		LEGAL First Name		LEGAL Middle Name(s)
_____		_____		_____
Entering School Year (YYYY-YYYY): _____			Entering Grade _____	
<input type="radio"/> Male <input type="radio"/> Female		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):	<input type="radio"/> Male <input type="radio"/> Female
_____		_____	_____	_____
Name of Sibling 2 (Last, First):		Current School/Program or Applying to:	Birthdate (DD/MMM/YYYY):	<input type="radio"/> Male <input type="radio"/> Female
_____		_____	_____	_____
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				
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. <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>				
Parent/Guardian Name - <i>Please Print</i>		Parent/Guardian Signature		Date (DD/MMM/YYYY)
_____		_____		_____
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)