

Transfer Request Form

For students currently attending North Vancouver School District schools

This form, together with supporting documents required as per page 2, 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 due to a change in address
- Transfer request submitted for out of catchment school (subject to space availability). Please provide reason for request below.
- Transfer request submitted for change of educational program (subject to space availability).
- Principal initiated transfer

Reason for Transfer Request			
Transfer requested: <input type="radio"/> Grade 1 English to Grade 1 FI <input type="radio"/> FI to English (any Grade) <input type="radio"/> Grade 6 English to Late FI			
Other reason(s) not specified above: 			
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"/>	
For transfer requests to Late French Immersion, 1st and 2nd choices above must be to the following schools: Ecole BOUNDARY Elementary Ecole BRAEMAR Elementary			
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 Transfer Request 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			
Indigenous Ancestry:			
<input type="radio"/> Squamish <input type="radio"/> Tsleil-Waututh <input type="radio"/> Other: <input type="text"/>		<input type="radio"/> On Reserve	<input type="radio"/> Off Reserve <input type="radio"/> Status <input type="radio"/> Non Status
Sibling Information (school aged)			
Name of Sibling 1 (Last, First): <input type="text"/>		Current School: <input type="text"/>	
		Birthdate (DD/MMM/YYYY): <input type="text"/>	
		School Yr - Grade <input type="text"/>	
Current Program: <input type="radio"/> LFI <input type="radio"/> FI <input type="radio"/> Eng			
Name of Sibling 2 (Last, First): <input type="text"/>		Current School: <input type="text"/>	
		Birthdate (DD/MMM/YYYY): <input type="text"/>	
		School Yr - Grade <input type="text"/>	
Current Program: <input type="radio"/> LFI <input type="radio"/> FI <input type="radio"/> Eng			

Transfer Request Form

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 style="width: 100px;" type="text"/>				
Parent/Guardian 1		Relationship to Student: <input style="width: 100%;" type="text"/>		
Last Name	First Name	Address (if different from Parent/Guardian 2)		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Email Address	Home Phone	Work Phone	Cell Phone	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Parent/Guardian 2		Relationship to Student: <input style="width: 100%;" type="text"/>		
Last Name	First Name	Address (if different from Parent/Guardian 1)		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Email Address	Home Phone	Work Phone	Cell Phone	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" 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. 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.</p>				
Parent/Guardian Name - Please Print		Parent/Guardian Signature		Date (DD/MMM/YYYY)
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Parent/Guardian Name - Please Print		Parent/Guardian Signature		Date (DD/MMM/YYYY)
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" 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. Purchase agreement – for new home purchase with subjects removed
 - b. Current utility bill (BC Hydro, gas, landline telephone or internet/cable statement) in one of the parent/guardian's names
 - c. Formal rental or lease agreement and a current utility bill (BC Hydro, gas, landline telephone or internet/cable statement) in either the landlord(s)*/homeowner(s)' or the tenant(s)' name (as per lease/tenancy agreement)

*If the utility bill is in the landlord's name, a third document will be required. Acceptable documents include a banking statement, BC vehicle registration, renter's insurance, or a BC ID card in one of the parent's names.

 - d. If you do not have a formal tenancy agreement (living with family or friends) we require:
 - A letter from the tenant/homeowner verifying this living arrangement including the names of all your family members who are living in their residence and

Proof of the residence of the tenant/homeowner (BC Hydro, gas, landline telephone or internet/cable statement) and a third document will be required. Acceptable documents include a banking statement, BC vehicle registration, renter's insurance, or a BC ID card in one of the parent's names.

For Internal/Central Registration Use Only	
Current School Principal Signature (if Principal to Principal)	Receiving School Principal Signature (if Principal to Principal tsfr)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Received By:	Date (DD/MMM/YYYY):
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>