

Cross-District Transfer Application Form

This form is to be used for students whose parent(s)/legal guardian(s) maintain primary residence within the City of Burnaby's boundaries and who are seeking to attend a school in Burnaby other than their designated attendance area school.

Student Information *(please print)*

Gender MALE FEMALE X U

LEGAL Last Name LEGAL First Name LEGAL Middle Name

USUAL Last Name Preferred First Name Birthdate (DD/MM/YY)

Address Apt. # City Province Postal Code

Identified Learning Needs/Special Needs (diagnosis, Ministry of Education Designation) YES NO

Student currently has an **Individualized Education Plan (IEP)** YES NO

(The identification of a learning/special needs and/or IEP is to ensure that school staff organize a Student Intake Meeting where appropriate.)

Parent/Legal Guardian Information *(please print)*

Parent/Legal Guardian Relationship to Student

Last Name First Name

Address (if different from student)

Home Phone Work Cell Email

Please ensure you are familiar with the following information governing the admission and placement of cross-district and out-of-district students. Please make sure you complete and sign page 2.

- All cross-district and out-of-district admissions and placements are governed by Burnaby School Board [Administrative Procedure \(AP\) #412 Admission and Placement of Students in the Burnaby School District](#).
- Once school capacity and availability of space has been determined, the district will declare the school to be: open with a defined number of spaces, or closed for cross-district and out-of-district applicants.
- Applications submitted for school placement within established timelines will be grouped by priority category. AP # 412 and its regulations are currently being circulated as a notice of motion regarding potential changes. For full details please see the district website at www.burnabyschools.ca.
- Cross-district and out-of-district transfer applications must be submitted to the requested school between the first working day and last working day of February.
- Applicants who have submitted their application on time will be advised of the decision by March 31.
- Secondary students wanting to transfer to a different school and be eligible to play inter-school sports should check with the school's Athletic Department Head in order to be aware of potential athletic ineligibility that may occur when a student transfers to a different school.

School Information

Name of school where student currently attends

City

Grade

School phone number

PEN #

Name of school where student is requesting to transfer

Grade

Reason for Transfer (please indicate the reason(s) why this student is requesting to attend this school):

Parent/Legal Guardian Signature

Date

For Office Use Only – to be completed by requested school

Cross-District Transfer Application Form signed by current school administrator

Cross-District Transfer Application Form signed by parent/ legal guardian

District Priority Category verified District Priority Category

Proof of Licensed Childcare use verified

Sibling(s) currently attending the school

Learning Support needs determined (specify)

Transfer Approved

Transfer Not Approved
(reason)

Application received by: _____

Date: _____

Administrator's Signature: _____

Date: _____