



# 2 X W R I-District Transfer Application Form

This form is to be used by students whose parent(s)/legal guardian(s) maintain primary residence in the City of Burnaby's boundaries and who are seeking to attend a school in Burnaby.

## Student Information (please print)

Gender  MALE  FEMALE

LEGAL Last Name USUAL Last Name      LEGAL First Name Preferred First Name      LEGAL Middle 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 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.

- f All cross-district and out-of-district admissions and placements are governed by Burnaby School Board Policy 5.05 and Regulations and Procedures 5.05.01 (Student Admission and Placement into the Burnaby Public School System).
- f 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.
- f Applications submitted for school placement within established timelines will be grouped by priority category. Policy 5.05 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.sd41.bc.ca](http://www.sd41.bc.ca)
- f Cross-district and out-of-district transfer applications must be submitted to the requested school between the first and last day of February.
- f Applicants who have submitted their application on time will be advised of the decision by March 1.
- f Secondary students wanting to transfer to a different school and be eligible to play 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
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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):