

# School District No. 22 (Vernon) PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.11.0

Adopted: June 9, 1987

Updated: December 2021

## STUDENT PLACEMENT – APPLICATION

This application is to be filed by the parent on behalf of a student presently enrolled in a school in School District No. 22 (Vernon). It will be received by the Principal of the requested school only after discussion with the student's current Principal as indicated by the latter's signature below. **Student placement (transfer) forms are valid for one calendar year only.**

STUDENT'S NAME : \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ GRADE LEVEL AT Sep 2022: \_\_\_\_\_

\_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PHONE: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email \_\_\_\_\_

\*Please provide two (2) pieces of identification that clearly identify both parent/guardian and the current residential address (i.e. BC driver's license, utility bill or tax notice).

PRESENT SCHOOL: \_\_\_\_\_

REQUESTED SCHOOL: \_\_\_\_\_

REASON FOR TRANSFER REQUEST: \_\_\_\_\_

I have read the policy on the reverse side of this application.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
Acknowledged by Principal of Present School

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Principal of Requested School

\_\_\_\_\_  
Date: \_\_\_\_\_

**This APPLICATION has been:**

\_\_\_ Approved \_\_\_ Not Approved \_\_\_ Put on Wait List

\_\_\_ Cancelled \_\_\_ Final Approval

### PLEASE NOTE:

- Elementary students** attending a school outside of their catchment area will be automatically assigned to the secondary school in that same catchment area, except students enrolled in a Program of Choice. Students wishing to return to their own catchment area for secondary placement must follow the transfer process.
  - Please note: VSS catchment area schools are closed to students residing outside the VSS catchment area.
  - Please note: Beairsto students continuing in French Immersion will automatically be assigned to WL Seaton Secondary.
- Secondary students** who transfer schools may lose their athletic eligibility for one year at their new school in accordance with **BC School Sports eligibility rules.**

Office use only

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Clerical Initial: \_\_\_\_\_

Confirmed Catchment  
Area School: \_\_\_\_\_

POLICY/PROCEDURE 9.11.0  
STUDENT PLACEMENT

**ADMINISTRATIVE PROCEDURES:**

1. Transfer requests will be accepted at the requested school from January 17 to February 15 for the upcoming school year.
2. Each transfer request will be stamped with the date and time that the transfer form was received at the requested school. (Please ensure the time is noted)
3. Subject to space and availability, requests will be accommodated in the order as outlined in Policy 9.11.0.