




# STUDENT TRANSFER GUIDELINES: SECONDARY 2018/19



While it is important that every student has the opportunity to attend his or her school of choice, it is equally important that all our secondary schools are safe, caring and orderly. The transfer process outlined below has been designed to give our schools the ability to best plan for student success.

-  A new form must be filled in every year a transfer is requested.

## TRANSFER PHASE 1

FEB 16 - APR 6



Students applying in *Transfer Phase 1* must pick up a transfer form from the secondary school to which they have been assigned, complete all required information (including obtaining a parent/guardian signature) and return it to that school's main office. For **Grade 8 students**, phase 1 requests must be submitted by **April 6, 2018**; for students in **grades 9-12**, phase 1 requests must be submitted by **March 2, 2018**. *The best chance to transfer schools is during Transfer Phase 1.*

-  Date/time stamps will be considered. If there is a wait list, a fair and impartial lottery will be held.
-  Successful *Transfer Phase 1* applicants will be contacted by **April 11, 2018**.

## TRANSFER PHASE 2

APR 9 - MAY 18



Students whose transfer request was not successful in *Transfer Phase 1* will be considered again in *Transfer Phase 2*. *Transfer Phase 2* takes place between **April 9** and **May 18, 2018**. *The chance of a successful transfer in Transfer Phase 2 is less likely than in Transfer Phase 1.*

-  Date/time stamps will be considered. If there is a wait list, a fair and impartial lottery will be held.
-  Successful *Transfer Phase 2* applicants will be contacted by **May 25, 2018**.

## TRANSFER PHASE 3

MAY 25 - AUG 31

Students whose transfer request was not successful in *Transfer Phase 2* will be considered again in *Transfer Phase 3*, which takes place between **May 25** and **August 31, 2018**. *The chance of a successful transfer in Transfer Phase 3 is less likely than in phases 1 or 2.*

-  Date/time stamps will be considered. If there is a wait list, a fair and impartial lottery will be held.
-  Successful *Transfer Phase 3* applicants will be contacted before school opens.

## TRANSFER REQUESTS AFTER FIRST DAY OF SCHOOL

Transfer requests after the first day of school will be considered under the following circumstances:

- Where there is change of residence;
- Where it can be demonstrated that it is not in the best interest of the student to return to his/her home school, another school will be considered provided space is available;
- Where the home circumstances have changed.

*The chance of a successful transfer at this stage is less likely than in phases 1, 2 or 3.*