


SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

811 Stanley Street, Nelson, BC V1L 1N8

 Before completing form, please
 review Board Policy
 #410 School Choice & Catchments

STUDENT TRANSFER REQUEST FORM
PLEASE RETURN TO CURRENT CATCHMENT SCHOOL FOR PRINCIPALS SIGNATURES. INCOMPLETE FORMS WILL NOT BE PROCESSED.
PLEASE COMPLETE A SEPARATE FORM FOR EACH STUDENT – Please print clearly
*** ALL MANDATORY FIELDS MUST BE COMPLETED**
***Date/Time Received
by School:** _____

*Date of Application: _____

*For Transfer Effective/School Year: _____

 *NAME OF STUDENT: _____
 Given Name(s) *Last Name*

*Present Grade: _____ *Grade in September: _____

*Physical Address: _____ *Postal Code: _____

*Mailing Address (if different): _____ *Postal Code: _____

*Name of Parent(s)/Guardian(s): _____

*Phone: _____ *Email: _____

*Current or Catchment Area School _____ *Requested School: _____

 *Reason for Request

 *Is the student on an IEP (Individual Education Plan) or receiving learning assistance? *If yes, please explain*

 *Does the student have an Inclusive Education category (eg. severe learning disabled, etc)? *If yes, please explain*

 Signature - Director of Inclusive Education (if applicable)

 Date

Transportation:

 Bussing to schools outside the catchment area will **only** be provided if space is available on regular routes and bussing fees will apply. Please contact the Transportation Coordinator for availability at 250-354-4871 ext #13540

 Parent/Guardian Signature

 Date:

 Principal Signature - Current Catchment School

 Date:

 Principal Signature - Requested School

 Date:

 SPACE AVAILABLE YES NO

**RECEIVED AT BOARD
OFFICE:**

approved

not approved

waitlist

**NOTE: All late applications
will be wait listed until
September 2024**

Date: _____

Comments: _____

Time _____

 Signature - Superintendent of Schools or Designate

 Date:

****APPLICATIONS MUST BE RECEIVED BETWEEN THE FIRST MONDAY IN JANUARY AND THE LAST FRIDAY IN MARCH****