

OFFICE USE ONLY

Staff Initial: _____

Application Date: _____

Time: _____

**TRANSFER APPLICATION FORM FOR RICHMOND STUDENTS
SCHOOL YEAR 2022/23**

Please complete form and submit by email to each requested school.

1st Choice REQUESTED SCHOOL

2nd Choice REQUESTED SCHOOL

Student Name: _____ Current Grade: _____
Last Name First Name

Current School: _____ Catchment School: _____

Birthdate: ____/____/____ Current ELL Level (if applicable): _____ Learning Resource Support Required
D M Y

Home Address: _____

Postal Code: _____ Parent Email: _____

Program: English Early French Immersion Late French Immersion Montessori

Sibling attending requested school: _____ Current Grade: _____
Last Name First Name

Please describe the reason(s) why you are applying to the requested school:

Parent/Guardian: _____
Name Cell Phone Home Phone

Parent/Guardian: _____
Name Cell Phone Home Phone

Date Submitted

Parent or Legal Guardian Signature

FOR OFFICE USE ONLY

- The above application has NOT been approved.
 The above application has been approved for the 2022/23 school year.

Comment: _____

Decision Date

Administrator Signature

RICHMOND STUDENTS - TRANSFER APPLICATION IMPORTANT INSTRUCTIONS/INFORMATION

1. Parents/legal guardians **must first register their child for school before submitting a Transfer Application Form to each requested school.** <https://sd38.bc.ca/student-registration>
2. For best chance of transfer approval, families should apply in the Round 1 Transfer Period (February 7 – 25, 2022).
3. **Approvals for all schools will be based on availability of physical, staffing and program space, and will be assessed in the priority of reason(s) for the transfer request (see below).** As part of our District Enrollment Management Strategy, schools may be deemed “open” or “closed” for transfer requests based on specific criteria relevant to that school.
4. Students who apply for a transfer will be considered in the following priority order:
 - (1) Sibling of a Richmond Resident student who will be attending the same requested school and same Program Option for the 2022/23 school year.
 - (2) Sibling of a Non-Richmond Resident who will be attending the same requested school and same Program Option for the 2022/23 school year.
 - (3a) Elementary - Daycare (address and confirmation of daycare arrangements may be requested).
 - (3b) Secondary - Grade 7 Cohort.
 - (4) Extenuating circumstances.
5. Each Transfer Application Form must be submitted by email to the requested school(s). Please complete this Transfer Application Form accurately, including reasons for the transfer, as incorrect or incomplete information provided may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request to transfer.
6. If your transfer application is approved, you will **have two business days to accept or decline the placement** at your requested school. **If you choose to accept the placement at your requested school, your space at your catchment school will be forfeited.** Should you choose to apply to return to your catchment school at a later date, your request will be subject to physical, resource and program space as per [501.8R- Student Admission, Registration, Placement and Transfer](#).

If accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian.

Round 1 Transfer Applications	Round 2 Late Transfer Applications	Late Transfer Applications
February 7 – February 25, 2022	February 26 – May 13, 2022	May 14, 2022 – Ongoing
Transfer decisions communicated to parents by Monday, March 7, 2022.	Transfer decisions communicated to parents by Friday, May 27, 2022.	Transfer decisions communicated to parents by Friday, September 9, 2022.
Transfer complaint deadline is Monday, March 28, 2022.	Transfer complaint deadline is Friday, June 3, 2022.	Transfer complaint deadline is Monday, September 12, 2022.