



## **STUDENT TRANSFERS**

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#### **1.0 PRINCIPLES**

1.1. The South Shore Regional School Board (SSRSB) believes that students should attend the school that serves the area in which they live. Students will not be permitted to attend schools that do not serve the area in which they live without an approved student transfer.

1.1.1. The SSRSB will permit student transfers to allow access to regional programs, as specified in the Administrative Procedures.

1.1.2. The Director of Programs and Student Services may permit student transfers under exceptional circumstances, in accordance with established procedures.

1.1.3. Students and/or families whose transfer application is denied shall have the opportunity to appeal to the School Board Member/Superintendent Transfer Appeal Committee. The decision of that committee is final.

#### **2.0 POLICY FRAMEWORK**

This policy complies with the Education Act and other related provincial acts and policies.

#### **3.0 AUTHORIZATION**

The Superintendent is authorized to issue procedures in support of this policy.

## STUDENT TRANSFERS

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#### 1.0 GUIDELINES

- 1.1. The Director of Programs and Student Services must consider confirmed enrolments in grades or courses that have a capped enrolment prior to approving a transfer.
  - 1.1.1. In order to make decisions about transfers to classes with capped enrolments, decisions may be delayed until May 1 for transfers that are to commence in September.
- 1.2. Students accepted into the South Shore Alternate Schools, Verge House, or Skilled Trades Exploration Program do not require a student transfer.
- 1.3. Grade 10 students who register in three or more pre-IB courses in the International Baccalaureate (IB) program are automatically granted a transfer.
  - 1.3.1. If the student withdraws from pre-IB courses such that s/he is no longer registered in the minimum requirement of courses, the transfer will be revoked and the student shall return to his/her community school. Students must maintain at least two IB courses in grade 11.
- 1.4. Students who apply for a transfer to access French Immersion, Intensive French, or another specific regional program other than those specified in 1.1. and 1.2. above, shall be approved for transfer, provided there is space in that program and the student meets the criteria for the program.
  - 1.4.1. Should the student withdraw from the program, the transfer will be revoked and the student shall return to his/her community school.
- 1.5. If the parent(s)/guardian(s) work and hours of work do not allow for before and after school child care, and child care cannot be reasonably set up in the community school catchment area, a transfer may be approved.
- 1.6. Transportation will not be provided by the SSRSB outside of the school's catchment area.
  - 1.6.1. If a student is able to access a bus at an approved bus stop, and if there is room on that bus, a student who is approved for transfer may be permitted to travel on that bus.
  - 1.6.2. Changes to stops and/or routes will not take transfer students into account.
- 1.7. The approval of a student transfer will have no influence on the application of another student from the same family. Each application will be considered on its own merit.
- 1.8. Requests to transfer during the school year currently in progress will only be considered under exceptional circumstances.
- 1.9. The Director of Programs and Student Services will provide a written decision on the transfer request to the party requesting the transfer and the sending and receiving school principals.
- 1.10. With the approval of a transfer, the student becomes a student of that school and subsequent feeder schools.

- 1.10.1. Should a student withdraw from a program for which a transfer was approved, the transfer shall be revoked and the student will be required to return to his/her community school.
- 1.11. Approval will not normally be given for more than one transfer per year per student.
- 1.12. A school principal may make application for the Director of Programs and Student Services to rescind a transfer.
  - 1.12.1. This application must include the reason(s) for the request.
  - 1.12.2. The application process and appeal process will follow the general steps outlined for a student transfer but will reflect an application from a school principal to rescind a student transfer.
- 1.13. The Director of Programs and Student Services will provide the School Board with an annual report of transfer requests.
- 1.14. Due to the process and procedures followed to make transfers, it is encouraged that requests be submitted as soon as possible so decisions can be made in a timely manner.

## **2.0 APPLICATION PROCESS**

- 2.1. The Application for Student Transfer (Appendix “A”) must be completed and forwarded to the Director of Programs and Student Services.
- 2.2. A detailed and clear explanation of why the request is being made must accompany the Application for Student Transfer.
- 2.3. If the application is based on work and child care, as per 1.4. above, the application must include a letter from the employer(s) detailing relevant factors (hours of work, travel requirement, location, etc.) and a letter from the child care provider(s).
- 2.4. Both the sending and receiving school principals will be contacted to review the request.
- 2.5. Regional staff may be involved, at the discretion of the Director of Programs and Student Services.
- 2.6. The parent(s)/guardian(s) will be contacted to verify the identified issues and asked if there are any additional issues.
- 2.7. The Director of Programs and Student Services will then render a decision, based on the strict application of the policy.
- 2.8. The applicant and the principals of both schools will be informed, in writing, of the decision.

## **3.0 APPEAL PROCESS**

- 3.1. Parents/Guardians have the right to appeal the decision of the Director of Programs and Student Services to the Student Transfer Appeal Committee.
- 3.2. The request to appeal shall be made in writing or by telephone to the Secretary of the School Board.
- 3.3. The Appeal Committee shall be comprised of the Superintendent and two SSRSB Members who submit their name at the Annual General Meeting of the SSRSB each year. The SSRSB Members will remain on the Appeal Committee for a full year, until the next Annual General Meeting of the SSRSB.
- 3.4. The Student Transfer Appeal Committee will be chaired by the Superintendent.
- 3.5. Attendance at the Student Transfer Appeal Hearing is limited to:
  - 3.5.1. the Student Transfer Appeal Committee members
  - 3.5.2. the Director of Programs and Student Services

- 3.5.3. the Superintendent may request the attendance of the sending and/or receiving school principal(s) and/or a regional staff member
- 3.5.4. the parent(s)/guardian(s) and student who requested the appeal
- 3.5.5. the parent(s)/guardian(s) and/or student may request that an additional person attend to assist in the presentation of his/her case. This person shall not be a Staff Member or SSRSB Member.
- 3.6. The process for the Student Transfer Appeal Hearing will be as follows:
  - 3.6.1. The Superintendent will introduce all parties.
  - 3.6.2. The Director of Programs and Student Services will present his/her rationale for the decision to deny the transfer, based on the policy.
  - 3.6.3. The parent(s)/guardian(s) and/or student will present their rationale for why the transfer should be approved.
  - 3.6.4. The Student Transfer Appeal Committee may ask clarifying questions of anyone present.
  - 3.6.5. Following the presentations and clarifying questions, all parties will be excused and the Student Transfer Appeal Committee will render its decision.
  - 3.6.6. The parent(s)/guardian(s) and principals will be informed of the decision within three working days.
- 3.7. The decision of the Student Transfer Appeal Committee following the Student Transfer Appeal Hearing is final.

#### **4.0 RESPONSIBILITIES**

It shall be the responsibility of the Superintendent to ensure these administrative procedures are followed.

**Appendix "A"**

**Application for Student Transfer**

Student: \_\_\_\_\_  Male  Female  
Date of Birth (yy/mm/dd): \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Parent(s)/Guardian(s): \_\_\_\_\_  
Civic Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
\_\_\_\_\_  
Phone Numbers: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_  
Email Address: \_\_\_\_\_

\*\*\*\*\*

I/We hereby make application for \_\_\_\_\_ (student's name) to transfer from  
\_\_\_\_\_ (name of school) to \_\_\_\_\_ (name of  
school) effective \_\_\_\_\_ (date).

**I/We understand that if this transfer is approved, I/we, the parent(s)/guardian(s), will be responsible for transportation to and from school.**

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

***Please complete and return this form to Cheryl Veinotte by fax (902-541-3049),  
email ([cveinotte@ssrce.ca](mailto:cveinotte@ssrce.ca)), or mail (69 Wentzell Drive, Bridgewater NS, B4V 0A2).***

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Date Received: \_\_\_\_\_ Decision: \_\_\_\_\_

***On the next page, please explain the reason(s) for this transfer request.***

