



## **STUDENT TRANSFERS**

## **GOVERNANCE POLICY**

### **CONTENTS**

#### **1.0 PRINCIPLES**

#### **2.0 POLICY FRAMEWORK**

#### **3.0 AUTHORIZATION**

#### **1.0 PRINCIPLES**

1.1 The South Shore Regional Centre for Education (SSRCE) believes that students (Pre-Primary - Grade 12) 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 a pre-approved student transfer.

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

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

1.4 Students and/or families whose transfer application is denied shall have the opportunity to appeal to the SSRCE 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 Regional Executive Director is authorized to issue procedures in support of this policy.

## STUDENT TRANSFERS

### ADMINISTRATIVE PROCEDURES

#### 1.0 GUIDELINES

#### 2.0 APPLICATION PROCESS

#### 3.0 APPEAL PROCESS

#### 4.0 RESPONSIBILITIES

#### 1.0 GUIDELINES

- 1.1. Applications for student transfer must be in accordance with timelines, as outlined in section 2.0 Application Process.
- 1.2. Students accepted into the South Shore Alternate Schools, Verge House or ~~Skilled Trades Exploration~~ 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 they are no longer registered in the minimum requirement of courses, the transfer will be reviewed by the Principal in consultation with the Director of Programs & Student Services to determine if the student can remain at the school or must return to their 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 1.2. and 1.3. 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 If the student withdraws from these programs, the transfer will be reviewed by the Principal in consultation with the Director of Programs & Student Services to determine if the student can remain at the school or must return to their 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 SSRCE 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. The Transfer Committee will provide a written decision on the transfer request to the party requesting the transfer and the sending and receiving school principals.
- 1.9. With the approval of a transfer under Procedure 1.5, the student (Pre-Primary- Grade 12) becomes a student of that school and subsequent feeder schools and no longer need to re-apply.
- 1.10. Approval will not normally be given for more than one transfer per year per student.

## **2.0 APPLICATION PROCESS**

- 2.1. Student Transfer Applications (Appendix “A”) are to be sent to the Director of Programs and Student Services for processing. Decisions regarding transfers will be made by the Student Transfer Committee which will be chaired by the Director of Programs and Student Services. Members shall include a Coordinator of Race Relations Cross-Cultural Understanding and Human Rights (RCH), the Coordinator of Human Resources, and the Coordinator of Principal Support and Evaluation.
- 2.2. All applications for Student Transfer for the following school year must be received and processed prior to the start of the staffing process.
  - 2.1.1 The deadline for applications is February 10.
  - 2.1.2 The decision will be communicated to the applicant by February 28.
- 2.3. Applications received after February 10 and prior to October 1 will be considered only if there is space in the school and the receiving class. The decision will be communicated to the applicant by October 15.
- 2.4. A transfer initiated by the region may be made at any time, with the approval of the Regional Executive Director.
- 2.5. A transfer application from students who move to the Region from outside the Region who, in the jurisdiction from which they move, are enrolled in IB, Immersion or O2 will be considered, regardless of the date received, provided there is space in the school and in the program.
- 2.6. Requests received after October 1 to transfer during the school year currently in progress will only be considered under exceptional circumstances, if there is space in the receiving class.
- 2.7. A detailed and clear explanation of why the request is being made must accompany the Application for Student Transfer.
- 2.8. If the application is based on work and child care, as per 1.5. 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).
- 2.9. Both the sending and receiving school principals will be contacted to review the request.
- 2.10. Regional staff may also be involved at the discretion of the Director of Programs and Student Services.
- 2.11. The parent(s)/guardian(s) will be contacted to verify the identified issues and determine if there are any additional issues.
- 2.12. The Director of Programs and Student Services will then render a decision based on the strict application of the policy.
- 2.13. 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 Student Transfer Committee to the Student Transfer Appeal Committee.
- 3.2. The request to appeal shall be made in writing or by telephone to the Executive Assistant to the Regional Executive Director
- 3.3. The Appeal Committee shall be comprised of the Regional Executive Director, an RCH Coordinator not involved in the transfer decision, and one other member of the senior team.
- 3.4. The Student Transfer Appeal Committee will be chaired by the Regional Executive Director, or designate.
- 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 Regional Executive Director 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 their case. This person shall not be an SSRCE employee.
- 3.6. The process for the Student Transfer Appeal Hearing will be as follows:
- 3.6.1 The Regional Executive Director will introduce all parties.
  - 3.6.2 The Director of Programs and Student Services will present their 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 Regional Executive Director to ensure these administrative procedures are followed.

## Application for Student Transfer

Although students are expected to attend the schools serving the area in which they live, transfers to other schools in the region may be permitted under some circumstances. See SSRCE Policy 210 for more information. To make a student transfer request for Pre-Primary through grade 12, complete and return the form below by February 10, 2024. Applications received after February 10, 2024; deadline will not be reviewed until October 1, 2024.

**\*\*To complete and submit the application electronically, click on the link below or you can print Appendix “A” to fill out and submit manually. \*\***

**[SSRCE Student Transfer Application](#)**

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**\*Indicates a required question**

1. Name of Home School \*

\_\_\_\_\_

2. Student's full name (Last, First, Middle) as it appears on their birth certificate or passport. \*

\_\_\_\_\_

3. Student's Preferred Name

\_\_\_\_\_

4. Preferred Pronoun(s)

Select only one

He/Him

She/Her

Other: \_\_\_\_\_

5. Date of Birth \*

\_\_\_\_\_

(Month/ Day/ Year)

# APPENDIX "A"

6. Requested School \*

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7. Date Requested to Start at out of Area School \*

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8. Present Student Grade \*

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9. Name(s) of Parent(s)/Guardian(s) \*

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10. Email address of Parent(s)/Guardian(s) \*

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11. Reason for Request (Be Specific) \*

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## APPENDIX "A"

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12. Civic Address \*

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13. Mailing Address \*

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14. Postal Code \*

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15. Telephone Number \*

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16. Have you Applied for and received a Student Transfer in the past? \*

*select only one*

Yes

No

17. If the application is based on work and childcare, you must provide a letter from the employer(s) detailing relevant factors (hours of work, travel requirements, location, etc.) and a letter from the childcare provider(s), as per 2.8 of the *Student Transfer Policy*. Is this included? \*

*select only one*

Yes

No

Not Applicable

18. 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. \*

*select only one*

Yes

## APPENDIX "A"

*Please return this form and the letter of explanation to the Executive Assistant to the Director of Programs and Student Services by fax (902-541-3049), email ([studenttransfers@ssrce.ca](mailto:studenttransfers@ssrce.ca)), or mail (69 Wentzell Drive, Bridgewater NS, B4V 0A2).*

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**For Office Use Only**

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