



February 10, 2022

Re: Transfer Requests

Dear Parents/Caregivers:

I have been receiving inquiries regarding transfer requests for the 2022-2023 school year. This letter will outline the District process for considering transfer requests.

As indicated in [Administrative Procedure 305: School Boundaries and Student Transfer Requests](#), student transfers can be made if space is available in the school. Transfer requests for schools impacted by catchment changes will be prioritized based on your child having medical, social emotional and/or educational programming needs.

The process of approving transfers will be:

- Students are automatically registered at their new catchment school.
- Starting on March 1st, 2022, transfer request forms will be accepted by your current home school/catchment school principal. Forms that need to be completed are:
 - [The Application for Student Transfer to Another School form](#)
 - [A Student Enrolment form for the school the student is wishing to attend](#).
- Students are expected to attend their new catchment school in September.
- Transfer requests will be reviewed during the first week of school in September 2022.
- School and District teams will meet to review all transfer applications and assess priority of requests, as indicated above, in Administrative Procedure 305.
- If there is space to accept a transfer, the family will be notified by September 14, 2022.

If you have any questions, please feel free to call me at 250.573.3261 or email me at csullivan@exc.sd73.bc.ca

Sincerely,

Claire Sullivan
Principal
Dallas Elementary