

**APPLICATION FOR TRANSFER PERMIT  
(for students resident in School District No. 48)**

This form is to be completed by those parents who wish to register their children in a school, which does not service the normal attendance area where they reside (i.e., out of catchment school).

Before this application is presented for consideration, it must be completed and signed by the parent. It is then to be presented to the principal of the catchment school.

TO BE COMPLETED AND SIGNED BY THE PARENT:

Name of Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Present Grade: \_\_\_\_\_ Grade next September: \_\_\_\_\_ Present School: \_\_\_\_\_

Catchment school which serves your neighbourhood: \_\_\_\_\_

Out of Catchment school in which attendance is desired: \_\_\_\_\_

Have you applied for another school in the district? \_\_\_\_\_

Reason for Request to Transfer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I fully understand that final approval for this request may not be granted until the end of the first week in September and that the Board will not assume responsibility for transportation.

Copy to be provided for the principal of the school the student presently attends or would normally attend.

**INSTRUCTIONS FOR COMPLETING THE TRANSFER REQUEST PROCESS BY SCHOOL PERSONNEL:**

- Transfer Request Form must be filled out by parent, signed and dated and given to the home school clerical. (Please do not accept Transfer Request Forms from parents that are not within your school catchment).
- Clerical to send Transfer Request Form to SBO within 5 school days from the date the Transfer Request Form was signed by parent, as well as send a copy to the desired school.
- When completed please check the boxes below:

Copy to SBO

Copy to Desired School

\_\_\_\_\_  
Principal's Signature (catchment school)

\_\_\_\_\_  
Date