



SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
STUDENT REQUEST FOR TRANSFER FORM

S.3

Note: Before completing form, please review Board Policy #461 School Choice & Catchments

Parent/Legal Guardian: Telephone #:
Student name: Date of Birth:
Street address: Proof of residence required
City & Postal code: Effective Date:
Attendance area School: Grade at Effective Date:
School requested: Date & Time received by School:

- 1. Reason for request:
2. Is the student on an IEP (Individual Education Plan) or receiving learning assistance?
3. Does the student have a Special Education category (i.e. severe learning disabled, etc.)?
4. List courses requested: (Grades 8 - 12 only [if applicable])

Note: Bussing to schools outside the catchment area will only be provided if space is available on regular routes and bussing fees will apply. Please contact Transportation Coordinator for availability at: 250-354-4871 ext 204

Signature - Parent/Legal Guardian Date

Signature - Principal of current catchment School Date

Please return to out of catchment School for signature prior to forwarding to Board Office

Signature - Principal of School requested Date

Space Available: Yes No

Principal or District Staff Comments:

Signature - Director of Independent Learning Services (if applicable)

District Use Only
Approved Not approved Waitlist Until:
Signature - Superintendent of Schools or Designate
Comments:
cc: Catchment school, Receiving School
Transportation Department
Director of Independent Learning Services (if applicable)
Revised: January, 2014