



Cowichan Valley School District

APPLICATION TO ENROL STUDENT IN OUT-OF-ATTENDANCE AREA

Please submit this form to the requested school

YYYY / MM / DD
/ /
Today's Date

Mailing Address – Please print clearly!

Parent's Name(s) _____ Home Telephone # _____

Mailing Address _____ Work Telephone # _____

City/Prov/PC _____ Cell # _____

Email _____

Home Address (if different)

Student Information

(NOTE: Several students from the same family may be put onto one form if all requesting attendance at the same school)

Student (1) Name: _____	Birth Date: <small>YYYY/MM/DD</small> / /	Requesting Grade: _____	Entering Grade: _____
Student (2) Name: _____	Birth Date: <small>YYYY/MM/DD</small> / /	Requesting Grade: _____	Entering Grade: _____
Student (3) Name: _____	Birth Date: <small>YYYY/MM/DD</small> / /	Requesting Grade: _____	Entering Grade: _____

Home School: _____ Requested School: _____

Current School (if different): _____ Projected Start Date: _____

Reason for Transfer: _____

Are special services required to support regular classroom instruction for the student(s) named above YES NO

If yes, please provide further information on a separate sheet of paper.

NOTE TO PARENTS: Once space and resource availability have been determined, transfer requests received by May 30th will be considered. Only once the new school year is underway, no later than September 30th, parents will be advised whether or not space and resources are available in the requested school. *If the requested school is full, students may have to return to their home school.*

Transportation for students who receive approval for transfers will be the responsibility of the parents.

The Board reserves the right to require and consider reasons for any cross boundary request.

I have read the above information and acknowledge this with my signature. _____

Parent's Signature

DO NOT WRITE BELOW THIS SPACE – OFFICE USE ONLY

I have reviewed this application and although space for the next school year is unknown at this time:

- I currently have available space in the requested grade
- I currently have no available space in the requested grade
- Request approved Request Denied

Receiving Principal's Signature

Superintendent or Designate Signature

Date



Dear Parent/Guardian,

The Cowichan Valley School District provides equal and exceptional learning opportunities throughout every school in our District. While each unique school fosters its own community and culture, the quality of educational opportunities is consistent throughout.

Parents are encouraged to enroll their child(ren) in their catchment school. While the District supports choice in school attendance, it is not always possible to facilitate every request. A school is only able to enroll out of catchment students if there is sufficient space and resources to facilitate the new student(s).

Applications will be accepted January 1st for the September school start to the end of the day of instruction on the second day of the school in the first week in September. Once space and resource availability have been determined, out-of-catchment requests will then be considered. Where there is significant enrolment pressure in a catchment, the Superintendent may entirely close a catchment to non-catchment applications.

Out-of-catchment applications will be placed on a waiting list and reviewed in June, and again in the first week of school (September). Parents will be advised whether or not space is available in the requested school between June 1st and the first week in September. All out-of-catchment students should also be registered in their catchment/home school, while they wait to hear the outcome of their request.

All Out-of-catchment students who have been accepted into a school may be required to reapply for placement on an annual basis. Being accepted does not guarantee a space for the following years. You may be asked to return to your catchment area school if in catchment enrolment exceeds available space.

Out of Catchment students who transfer into a school after September 30 of any school year, will be considered temporary until June 30 and will be required to go back to their home catchment school for the following September.

Respectfully yours,

Cowichan Valley School District 79