



## ADMINISTRATIVE PROCEDURES

**SUBJECT: School Attendance Areas**

1. The Principal in the originating school will discuss the initial requested transfer with the student and parents to determine the reason for the request.
2. Parents or students, if 18 years of age, will be provided with necessary information and appropriate forms.
3. The principal will inform the parent(s) or student that transportation is not normally provided for a student living outside the school's defined attendance area.
4. Forms will be signed by the Principal in the originating school (Appendix A).
5. Additional forms may be used by individual schools for purposes of tracking and ensuring return of borrowed school property.
6. Approval will be granted by the Principal in the receiving school if there is room in the school for additional students, if school organization and staffing will not be affected, and if the student is not under suspension or expulsion from another school.
7. Where a school is at full capacity or beyond optimal school size with student from its own geographic area, it will be deemed "closed" by the Area Superintendent upon recommendation of the school Principal. The term "closed" may refer to an individual course or class as determined by the school Principal.
8. If a school is "closed" students will be placed on a waiting list and placed on a first come, first served basis.
9. Transfers will be allowed at the beginning of each year or at the beginning of a term (semester). Requests for transfer during the school year will be considered on an individual basis.
10. Initial application to attend a school in another attendance area must be made in writing through the Principal of the school in the home boundary area to the Principal of the requested school. The Principal of the requested school will forward a copy of the Application for Student Transfer form to the Principal of the originating school, if approved.
11. Where a student has been accepted at an out of area school, reapplication will occur through the Principal of the out of area school on an annual basis.
12. Principals will maintain a list of all out-of-area students indicating the date that each student was enrolled.
13. Secondary students who transfer must apply to the appropriate Athletic Conference to be considered for eligibility in extra-curricular athletic competition.

Implementation Date: February 9, 2000  
Revised: September 12, 2001, April 12, 2006  
Reviewed: February 25, 2019

Reference: LKDSB Policy & Regulation



APPLICATION FOR STUDENT TRANSFER

TO BE COMPLETED BY PRINCIPAL OF ORIGINATING SCHOOL

Student's Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: (519) \_\_\_\_\_

Female  Male

D.O.B. Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Present School: \_\_\_\_\_ Date of Admission: Month \_\_\_\_\_ Year \_\_\_\_\_

Other Schools Attended: \_\_\_\_\_

Requested School: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Reason(s) for Request: \_\_\_\_\_

Principal's Comments: \_\_\_\_\_

Literacy Test Completed Yes  No  Community Services Hours \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Principal \_\_\_\_\_

I am aware that the personal information on this form is collected under the authority of the Education Act, and will be used in considering an application for transfer. Questions about this collection of personal information should be directed to the School Principal.

I am aware that a copy of a transcript (secondary students only) and a copy of the most recent progress reports must be attached, before this application can be processed.

I am aware that if this transfer results in attendance at a school outside of the geographic boundary areas, transportation is not normally provided by the Board of Education.

\_\_\_\_\_  
Signature of Student                      Signature of Parent/Guardian                      Date  
(Under 18)

TO BE COMPLETED BY PRINCIPAL OF REQUESTED SCHOOL

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

This request to attend \_\_\_\_\_ Select been accepted.

\_\_\_\_\_  
Signature of Principal

- COPIES TO:
- Receiving School
  - Parent/Guardian
  - Present School File

Date

Dear (Parent/Guardian):

According to our records you are currently living outside of our school boundary area. Please be advised that Lambton Kent District School Board policy states that application to attend a school outside of a school boundary area must be made in writing, annually, to the principal of the requested school. The policy also states that:

- **Parents are requested to register their child(ren) at their designated home school, as permission to return to the school may not be granted prior to the start of the next school year and is dependent on the factors described hereafter.**
- **Approval may be granted by the principal in the receiving school, where there is room for additional students; the receiving school's organization and staffing will not be affected; and, the student is not under suspension or expulsion from another school.**
- **Where a requested school is at full capacity, or beyond optimal school size or preferred school organization with students from its own geographic area, it will be deemed "closed".**
- **If a school is "closed" students from out of boundary will be placed on a waiting list and placed on a first come, first served basis. All applications will be date stamped and considered on a first come, first served basis, unless there are exceptional circumstances.**
- **Student transportation is the responsibility of the parent for a student outside of the school's defined attendance area.**

Once approval has been granted to attend a requested school, the expectation is that approval would be granted for the entire school year.

If your child has been attending an out of boundary school and you are reapplying to attend the same out of boundary school, please contact (Principal), **in writing**, before **March 31, 20**.

Thank you for your cooperation in assisting with student transfers to out of boundary schools. If I can be of further assistance, please contact me at (school number).

Yours sincerely,

Name  
Principal