



Please refer to page 2 before completing form.

Student Name: (Last Name, First Name, Middle Initial)		CBE Student ID #:	Date of Birth: (YYYY/MM/DD)
Student Address: (with Postal Code)			Special Education Coding: Yes      No
Current School:			Current Grade:
Requested School:			Requested Grade:
Parent/Legal Guardian Name:		Address (if different from student):	
Home Phone:	Business Phone:	Cell Phone:	Email Address:
Reason for Transfer Request: <input type="checkbox"/> Change of address (no Principal signature required) <input type="checkbox"/> Educational Program - specify: <input type="checkbox"/> Other – specify:			
I, as a Parent/Guardian acknowledge that: a) this request will not necessarily result in the student's transfer to the requested school and b) the request will be considered with regard to enrolment priorities set out under the <i>School Act</i> and the policies of the Calgary Board of Education.			
Signature of Parent/Guardian:			
This Transfer Request was discussed with the Principal/ Assistant Principal of the <b>Current</b> school on: (YYYY/MM/DD)			
Signature of Principal/ Assistant Principal of <b>Current</b> school			
<b>Authorization for Collection of Personal Information</b> Personal information contained on this form is collected under the Student Record Regulation of the <i>School Act</i> , and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> . The information will be used for the purpose of student registration. If you have any questions regarding the collection of this information, contact the school Principal.			



## Questions |

Please contact your current school for further information and assistance.

## This form is to be used:

- a | If the designated school changes due to address change.
- b | If requesting transfer as an out-of-attendance area student.
- c | If requesting transfer to an alternative program.

## Instructions

- 1 | Read Additional Information.
- 2 | Students and Parents/Legal Guardian **must** fill out Page 1 of the Transfer form.  
*The following is **not required** if transfer is due to change of address:*
- 3 | Set-up meeting with current school Principal/Assistant Principal.
- 4 | Signature of the Principal/Assistant Principal of the current school **must** be obtained on request form before proceeding to next step.
- 5 | Set-up meeting with requested school. Make sure to take the completed Transfer Request form to the meeting.

## Additional Information (not applicable if address change)

- Transfer requests will be approved **only if space and resources are available** in the requested school/ grade.
- Program transfers within the receiving school may not be supported.
- Signature of Principal/ Assistant Principal of current school:
  - indicates they are aware of this transfer request and it has been discussed with the parents.
  - does not indicate approval of transfer
- Principal of requested school will communicate transfer decision to parent and current school.
- A copy is retained by the current school.
- Decisions regarding acceptance of out-of-attendance area students will be based on the following:
  - Educational programming not available at current school.
  - Siblings who wish to remain together.
- Generally, the following will only be considered in exceptional circumstances should space and resources be available:
  - Peer group support.
  - Transportation.
- Transfer requests received by the posted deadline for specific programs/schools, regarding next school year, will be processed prior to May 1 of the current school year.
- Requests received after the posted deadline, regarding next school year, may not be considered until after the first full week of school of the next school year.