



Department: Programs and Services
Section: Programs and Student Services

The principal of a student's Home School together with the principal of the Transfer School shall consider requests for student transfers. Transfer requests will not be automatically approved.

The following factors will be taken into account by the principals of the student's Home School and the Transfer School when considering a student transfer request:

- Program options not available in the student's Home School
- Class sizes and total enrollment in the Home and Transfer Schools
- Student behaviour record combined with probability of success in a new environment
- Extenuating circumstances of the student.

The procedure for student transfers is as follows:

1. New requests must be made in writing on the appropriate form (Request for New Student Transfer, attached as Appendix A) to the principal of the Home School where the student would normally be attending for the year the transfer is being requested. The principal of the student's Home School will review the transfer application and, together with the principal of the Transfer School, will determine if the transfer will be approved. An approval requires approval of both principals and the decision will be communicated to the parent/guardian by the principal of the student's Home School.
2. A meeting between either principal and/or the parent/guardian and/or student may be requested by any party as a part of the Student Transfer Request process.
3. Once approved, it is necessary to request a renewal of an approved transfer prior to each subsequent school year. It is the parent/guardian's responsibility to request the renewal in writing on the appropriate form (Request for Renewal of Student Transfer, attached as Appendix B). The renewal will be considered by the principal of the school the student wishes to continue attending (Transfer School).
4. Approved transfers may be cancelled at any time by the principal of the Transfer School if the student demonstrates unacceptable behaviour, lack of effort, unacceptable attendance, or if it becomes evident that information used to grant the transfer is incorrect or has changed. If the transfer is cancelled, the student will be required to return to their Home School.
5. If a transfer is approved, transportation becomes the responsibility of the parent/guardian/student. Existing bus stops for the Transfer School may be used if space is available on a bus (courtesy bussing).
6. If the transfer of a primary student is requested during or prior to primary registration, the child is expected to register in their Home School. If approval is given prior to registration, then registration would occur in the Transfer School.

7. Due to various circumstances, including class size and composition, a decision on a transfer request for the upcoming school year may not be possible until early September. Students should be registered in their Home School until such time as a transfer request has been approved.
8. Approval of a student transfer does not guarantee approval of subsequent transfer requests for siblings.
9. French immersion in the Annapolis Valley Regional School Board is a regional program and does not require an approved transfer while the student is enrolled in the program.
10. If the transfer is not approved, an appeal regarding the decision may be made to the Superintendent of Schools.

Monitoring:

- Director of Programs and Services is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: June 3/98
Ref: BP 402.4; Appendices A and B
Monitoring Date: Annually
Revised: February 15/06; June 21/16