

Information About the Student Transfer (Out-of-Boundary Request) Process

This Questions and Answers document explains the process for requesting that students attend a school other than their home school.

It is important to note that [some schools are closed to out-of-boundary requests](#) because there is no available space, and staffing capacities have been reached.

Q. How do I register my child at a school that is not their home school?

The following is the process to request registration for out-of-boundary schools:

- Register at the home school (as identified through Find a School @kprschoools.ca)
- Complete and submit the [Student Transfer Request](#) Form to the boundary (home school) principal **prior to April 30th** of any given school year.
- The boundary principal will complete an initial review of the request and consult with the out-of-boundary principal, taking into consideration:
 - » current and projected school registrations,
 - » available capacity in the school,
 - » number of transfer requests received,
 - » staffing considerations and class size restrictions, and
 - » the unique circumstances of each student transfer request.

Q. Who makes the final decision on out-of-bound requests?

- After review of initial requests by school principals, considering the factors above, the Family of Schools superintendent will provide the final sign off to approve or deny a student transfer request.

Q. When will I be notified of the decision?

- Boundary students have priority placement in the school. As a result, approvals will not be granted until all in-boundary students have been accommodated.
- Families will be notified of the decision in writing by the end of the second week of September.
- If the student transfer request has been granted the parent(s)/guardian(s) must complete and return the Student Transfer Acknowledgement form to the out-of-boundary principal.

Q. If the request is approved, do we need to make the request again next year?

Request forms are not required for subsequent years; however, it is important to note that student transfers are reviewed annually. If conditions change, approval may need to be withdrawn at some point.

Q. Can out-of-bound elementary students attend secondary school with their cohort?

It is important that families understand that while there may be space in the out-of-boundary elementary school, there may not be space in the out-of-boundary secondary school. Students may need to attend the home/boundary school at the secondary level, depending on space availability.

Q. If we are approved for an out-of-boundary school, will we receive transportation?

For approved requests, the parent(s)/legal guardian(s) is responsible for transportation. Out-of-boundary student transportation requests can be made at www.STSCO.ca, and are considered on a space available basis, following the process outlined in Board Policy [BA-8.1, Student Eligibility](#).

Q. Will siblings be able to attend the same out-of-boundary school too?

Siblings are not automatically entitled to attend the out-of-boundary school that their sibling is attending. They are required to complete a student transfer request if they wish to attend the out-of-boundary school.

Q. Do I need to submit an out-of-boundary request for Junior Kindergarten students attending French Immersion next year?

Junior Kindergarten students will not be automatically accepted into a French Immersion school that is not their home school. They will be required to register at their home school and complete a student transfer request form to attend the out-of-boundary school.

Q. If my child withdraws from a specialized program, can they remain at that school?

If a student withdraws from a specialized program (such as French Immersion) outside of their home school – they are now considered to be out-of-boundary and are required to complete a student transfer request to determine eligibility to remain at the school.

For additional information about the Student Transfer (Out-of-Boundary Request) Process, please visit the [KPR Board website](#) and review Policy [BA-7.1, Student Accommodation Planning](#) and Administrative Regulation [BA-7.1.2, Student Transfers](#).