

# 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 If conditions change, approval may need to be withdrawn at some point.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?**

Only students living within the attendance boundary for the home school may be eligible for transportation. Students who attend school outside of their home school attendance boundary will not be provided transportation. This follows the process outlined in [Board Policy BA 8.7 Student Transportation](#).

**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.