

**OFFICE USE ONLY**

Staff Initial: \_\_\_\_\_

Application Date: \_\_\_\_\_

Time: \_\_\_\_\_

**TRANSFER APPLICATION FORM FOR DISTRIBUTED LEARNING  
WITH RICHMOND VIRTUAL SCHOOL - YEAR 2021/22**

Please complete form and submit by email to [RVSDL@sd38.bc.ca](mailto:RVSDL@sd38.bc.ca)

Richmond Virtual School – Distributed Learning  
REQUESTED SCHOOL

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
*Last Name First Name*

Current School: \_\_\_\_\_ Catchment School: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current ELL Level (if applicable): \_\_\_\_\_  Learning Resource Support Required  
*D M Y*

Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Sibling submitting transfer request: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
*Last Name First Name*

Please describe the reason(s) why you are applying to Richmond Virtual School:

\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
*Name Cell Phone Home Phone*

Parent/Guardian: \_\_\_\_\_  
*Name Cell Phone Home Phone*

\_\_\_\_\_ *Date Submitted* \_\_\_\_\_ *Parent or Legal Guardian Signature*

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- The above application has NOT been approved.  
 The above application has been approved for the 2021/22 school year.

Comment: \_\_\_\_\_

\_\_\_\_\_ *Decision Date* \_\_\_\_\_ *Administrator Signature*

**RICHMOND STUDENTS - TRANSFER APPLICATION  
IMPORTANT INSTRUCTIONS/INFORMATION**

1. Parents/legal guardians **must first register their child for school before submitting a Transfer Application Form to attend Richmond Virtual School (RVS).**
2. For best chance of transfer approval, families should apply in this current Transfer Period (Before May 14, 2021).
3. **Approvals for Richmond Virtual School will be based on availability of staffing and program space and will be assessed in the priority of reason(s) for the transfer request (see below).** As part of our District Enrollment Management Strategy, schools may be deemed “open” or “closed” for transfer requests based on specific criteria relevant to that school.
4. Application will be date/time stamped upon receipt. Students who apply for a transfer will be considered in the following priority order:
  - (1) Richmond Resident Student.
  - (2) Non-Richmond Resident Student.
  - (3) Extenuating circumstances.

Note – Efforts will be made to accommodate siblings who are applying to RVS. Each sibling needs to submit a separate transfer application form.

5. Non-Richmond Residents may apply for RVS Distributed Learning using this form. Applications for Non-Richmond Residents will not be considered until the Late Transfer Application period (May 15<sup>th</sup> onwards). If accepted, Non-Richmond Resident students will need to complete a formal registration form through our Central Registration department.
6. Each Transfer Application Form must be submitted by email to [RVSDL@sd38.bc.ca](mailto:RVSDL@sd38.bc.ca). Please complete this Transfer Application Form accurately, including reasons for the transfer, as incorrect or incomplete information provided may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request to transfer.
7. If your transfer application is approved, you will **have two business days to accept or decline the placement** at Richmond Virtual School for Distributed Learning. **If you choose to accept the placement at Richmond Virtual School, your space at your catchment school will be forfeited.** If/When you choose to apply to return to your catchment school at a later date, your request will be subject to physical, resource and program space as per [501.8R- Student Admission, Registration, Placement and Transfer](#).

RVS Distributed Learning Transfer Applications	Late Transfer Applications
<b>April 29 – May 14, 2021</b>	May 15, 2021 or later
<b>Decisions communicated to parents by May 28, 2021</b>	Decisions communicated to parents on an ongoing basis by September 10, 2021