

**OFFICE USE ONLY**

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

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

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

**TRANSFER APPLICATION FORM FOR RICHMOND STUDENTS**  
**SCHOOL YEAR 2023/24**

Please complete form and submit by email to each requested school.

\_\_\_\_\_  
**1<sup>st</sup> Choice REQUESTED SCHOOL**

\_\_\_\_\_  
**2<sup>nd</sup> Choice 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: \_\_\_\_\_

Program:  English  Early French Immersion  Late French Immersion  Montessori

Sibling attending requested school: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
*Last Name First Name*

Please describe the reason(s) why you are applying to the requested 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 2023/24 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 each requested school.** <https://sd38.bc.ca/student-registration>
2. For best chance of transfer approval, families should apply in the Round 1 Transfer Period (February 6 – 28, 2023).
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. Students who apply for a transfer will be considered in the following priority order:
  - (1) Sibling of a Richmond Resident student who will be attending the same requested school and same Program Option for the 2023/24 school year.
  - (2) Sibling of a Non-Richmond Resident who will be attending the same requested school and same Program Option for the 2023/24 school year.
  - (3a) Elementary - Daycare (address and confirmation of daycare arrangements may be requested).
  - (3b) Secondary - Grade 7 Cohort.
  - (4) Extenuating circumstances.
5. Each Transfer Application Form must be submitted by email to the requested school(s). 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.
6. If your transfer application is approved, you will **have two business days to accept or decline the placement** at your requested school. **If you choose to accept the placement at your requested school, your space at your catchment school will be forfeited.** Should 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](#).

**If accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian.**

Round 1 Transfer Applications	Round 2 Late Transfer Applications	Late Transfer Applications
February 6 – February 28, 2023	March 1 – May 12, 2023	May 13, 2023 – Ongoing
Transfer decisions communicated to parents by Tuesday, March 7, 2023.	Transfer decisions communicated to parents by Friday, May 26, 2023.	Transfer decisions communicated to parents by Friday, September 8, 2023.
Transfer complaint deadline is Friday, March 31, 2023.	Transfer complaint deadline is Friday, June 2, 2023.	Transfer complaint deadline is Monday, September 11, 2023.