

## Student Transfer Decision Complaint Form

This form is to be filled out by parents wishing to have their transfer application decision reviewed by the Office of the Deputy Superintendent. Please complete this form and email it to [transfercomplaints@sd38.bc.ca](mailto:transfercomplaints@sd38.bc.ca) or deliver it in person to the School Board Office, Attention: Office of the Deputy Superintendent.

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### Student Information

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ September 2021 Grade: \_\_\_\_\_

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

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

### Parent(s)/Legal Guardian(s) Information

Parent/Legal Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Transfer Request Information

Requested School for Transfer: \_\_\_\_\_

Please briefly explain why you would like your transfer application decision reviewed.

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Parent/Legal Guardian Signature

Date Submitted

**OFFICE USE ONLY** – Date and Time Received \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Transfer Decision Upheld

Transfer Decision Varied

Staff Initials: \_\_\_\_\_