

Making a transfer request - What you need to know:

- Step 1:** Register at your designated school and obtain a student identification number (OEN).
- Step 2:** Obtain the required transfer form from any OCDSB school.
- Step 3:** Complete the Transfer Request Form (OCDSB 118E – Elementary or OCDSB 118S – Secondary).
- Step 4:** Submit the transfer form and all required documentation **to the school you want to attend.**
- Step 5:** Should additional information be required, the school will contact you.
- Step 6:** All applicants will receive a letter advising whether the transfer request was approved or denied.
- Step 7:** If denied and you wish to appeal, please contact the principal in writing. In consultation with the Superintendent of Instruction, principals will have the discretion to approve a student transfer in light of very exceptional personal circumstances.
- Step 8:** If the initial appeal is denied, a final appeal may be made to a panel of Trustees.

TIMELINES:

Official Transfer application period for 2012:
February 13-24, 2012
Deadline: 3:00 p.m.

Ongoing transfer requests may be submitted at any time and will be considered along with late requests in June & September by the Principal & Superintendent.

www.ocdsb.ca



Student Transfer Parent Guide



This guide is intended to provide parents/guardians with an overview of the student transfer process. Please refer to the related policies and procedures for more detailed information.

Student transfer requests for 2012-2013 must be made during the following application period for accommodation planning purposes: **Monday February 13 to Friday February 24, 2012.**

Students attend a designated school based on geographic and programming considerations. The following is provided as a guide to parents on when and how to request a transfer should you wish to have your child attend a school other than their designated school.

FREQUENTLY ASKED QUESTIONS

Q: What is my “designated” school?

A: The designated school is the school your child is eligible to attend as a result of where you live and the location of the educational program in which your child is enrolled.

Q: What if I want my child to attend another school?

A: A parent/guardian or a student who is 18 years of age or older may apply for a cross boundary transfer for a student to attend a school other than the designated school.

Q: How do I apply for a transfer?

A: In order to apply for a transfer, your child must be registered at their designated school in the Ottawa-Carleton District School Board. Once you have obtained a student identification number (OEN), you must then contact the school that you are seeking a transfer to and advise them that you wish to request a transfer. A transfer application form must be completed and returned to that school principal during the application period.

Q: Is it first come, first served?

A: No, every application will be reviewed on an individual basis. It is a criteria-based approval process for elementary and secondary student transfer applications.

Q: What are the criteria for student transfers?

A: All student transfer applications are considered based on the following criteria:

Elementary Students:

- ♦ particular learning needs of or requirements placed on the student; and/or
- ♦ exceptional personal circumstances.

Secondary Students:

- ♦ particular learning needs of or requirements placed on the students; and/or
- ♦ access to a course package that is not available at the student’s designated school, including transfer at the Grade 9 level to access a course package at the receiving school that does not commence until grade 10; and/or
- ♦ exceptional personal circumstances.

Q: What is a student transfer cap?

A: The student transfer cap is the maximum number of student transfers that a school is authorized to accept. Each school has a limitation which is set on an annual basis.

Q: What is a “particular learning need?”

A: We understand that the learning needs of every child are unique. In most circumstances, the learning needs of students can be met in any of our schools. The transfer policy is designed to provide an opportunity for those students whose learning needs could be better met in a different learning environment.

Q: What is an “exceptional personal circumstance?”

A: We understand that personal circumstances vary. The policy is intended to provide an opportunity for students and parents to identify exceptional personal circumstances that could be accommodated by a transfer to another school.

Q: Am I required to provide “evidence?”

A: The transfer form will require you to explain the rationale for your application. The receiving principal may ask you to provide additional evidence if necessary.

Q: What is the transfer request period?

A: The transfer request period for the 2012-2013 school year is February 13-24, 2012. Applications must be received at the school your child is seeking to enroll in by 3:00 p.m. February 24, 2012.

Q: What if an application is submitted after the deadline?

A: Late applications received outside the period will be considered in June 2012 based on the same criteria as all other applications.

Q: How are decisions made on which transfers to approve?

A: Each application is considered individually based on student need. There are no guarantees that transfer requests will be accepted. The application requires the approval of the principal at the receiving school, after consultation with the principal of the sending school. The receiving principal may request evidence and reasoning in support of the transfer application.

Q: How will I find out if my request has been approved or denied?

A: Applicants will receive a letter from the receiving school advising whether the transfer request was approved or denied.

Q: When will I find out if my application is approved?

A: We make every reasonable effort to respond within three weeks after the application deadline. The time required for completion may vary subject to the number of applications received.

Q: If I get a transfer, will I be eligible for transportation?

A: Transportation is not provided to students attending school on transfer, except in exceptional circumstances. Parents and students applying for a transfer should be prepared to make their own arrangements for the student to get to school.

Q: My child is currently at a school on a transfer. His/her sibling is entering into Grade 9. Will his/her sibling automatically be eligible to attend the same school?

A: No. Siblings have to apply for a transfer and provide the academic or personal reasons for the transfer.

Q: Are there some circumstances where a student may attend a school other than the designated school without a transfer?

A: Yes, The following are some examples of circumstances under which a transfer may be granted:

- ♦ as a result of placement in a specialized special education program;
- ♦ as a result of placement in an English-as-a-Second-Language (ESL/ELD) program;
- ♦ as a result of a suspension or expulsion;
- ♦ where Early French Immersion is the program selected for a student, he/she may attend Junior Kindergarten at either the designated school for the Regular English program or the designated school for the Early French Immersion program;
- ♦ subject to successful application, a secondary student may attend a system program such as the Adaptive, Arts, International Baccalaureate, High Performance Athlete and Secondary Alternate program;
- ♦ as a result of the student moving part way through the year.

Q: Can students transfer into a full-day kindergarten program?

A: Student transfers for Junior Kindergarten and Senior Kindergarten are not allowed unless the transfer is from one Full-Day Early Learning Kindergarten site to another. Once the program has been fully phased in this policy will be reviewed.

Q: Can I appeal if my transfer request has not been granted?

A: Yes. An appeal may be made in writing by the applicant to the principal of the school the student wishes to attend.

Q: What is the process for appealing a decision?

A: In consultation with the Superintendent of Instruction responsible for the receiving school, receiving principals have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances.

Q: If my request is still denied, do I have any other options?

A: Yes. When a request for a student transfer is not granted on appeal by the principal, a final appeal may be made to a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer).

Q: Where can I get more information?

A: Your school principal is always available to help with your questions. Our Communications and Information Services Department is also available to help at 613- 596-8211 ext. 8310.

The student transfer policy and procedures are also available on our website at www.ocdsb.ca under About Us – Policies, Procedures and Forms. Please refer to:

- ♦ **POLICY P.077.PLG** – Designated Schools/Student Transfers Policy
- ♦ **PROCEDURE PR.568.PLG** – Designated Schools/Student Transfers Procedure - Elementary
- ♦ **PROCEDURE PR.569.PLG** – Designated Schools/Student Transfers Procedure - Secondary

Please note: The forms (OCDSB 118E - Elementary and OCDSB 118S - Secondary) have been revised and are available for pick up at all schools. Forms available on our website are SAMPLES only. Parents/guardians must complete the multiple part form available at schools and return to the receiving school principal during the application period.