



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO.22 (VERNON)**

**ADMINISTRATIVE PROCEDURE: AP-HUM-311-01**

| <b>Student Transfer Application</b> |  |
|-------------------------------------|--|
| Approval Date:                      | December 2021                            |
| Last Revised Date:                  | December 18, 2023                        |
| References:                         | Board Policy No. 311 – Student Placement |

**1. Purpose**

- 1.1. Parents should have the option of enrolling their child in the District school of their choice subject to space and availability. This transfer process allows parents to request to have their child enrolled in the school outside of their catchment area.

**2. Procedures**

- 2.1. The student transfer application form (see Attachment 'B') is to be completed by the parent/guardian on behalf of their child presently enrolled in the District. The application will be received by the Principal of the student's current school which will include a discussion of the reason for the transfer request.
- 2.2. Student transfer application forms will be accepted during the January / February transfer request period.
- 2.3. Each student transfer application form will be stamped with the date and time that the transfer form was received at the requested school.
- 2.4. The student's current school will then be responsible for communicating with the requested school and will be considered at a District transfer meeting.
- 2.5. Subject to space and availability, requests will be accommodated in the order as outlined in Policy 311 – Student Placement (see Attachment 'A').
- 2.6. Parents will be informed of the result of their request by April 30th each year.
- 2.7. Student transfer forms are valid until the next registration/transfer period. Parents wishing to reapply must do so before the next transfer meeting.

# BOARD OF EDUCATION OF SCHOOL DISTRICT NO.22 (VERNON)

## BOARD POLICY NO: 311

| Student Placement  |  |
|--------------------|--|
| Approval Date:     | January 26, 1993, June 21, 2023                                  |
| Amendment Date(s): | May 15, 2019, April 24, 2024                                     |
| Reference(s):      | <i>School Act 74.1, Bill 40, First Nations Schools of Choice</i> |

The Board believes that, to the extent that school accommodation, staffing, and planning arrangements will allow, parents/guardians should have the option of enrolling their children in the District school of their choice, subject to space and availability.

Okanagan Indian Band can designate an elementary and secondary school for Okanagan Indian Band students who live on-reserve, self-governing First Nations land or treaty land. If a parent/guardian wishes for an Okanagan Indian Band nominal roll student to be enrolled at another school or program, the Board recognizes Okanagan Indian Band students have school enrolment rights under the Local Education Agreement.

The following prioritized criteria will be utilized for determining student placement:

1. Okanagan Indian Band nominal roll students at the Band's designated school of choice (elementary and secondary);
2. Transfers for medical purposes or other confidential reasons, subject to the approval of the Superintendent or Director of Instruction - Inclusion.
3. A catchment area child who, in the previous school year attended the school at which the educational program is made available; A catchment area child;
4. A non-catchment area child;
5. A non-school district child.

For registration and placement in District Programs of Choice, siblings of current in-district students are accepted into the programs first through the registration process. All remaining program placements are determined through lottery for students that have applied for registration for a District Program of Choice.

It is intended that permission for transfer be sought and received prior to school opening in September and voluntary transfer during the course of the school year will occur only under special circumstances, and only with the prior approval of the Principals of the schools involved.

The Board hereby delegates to the Superintendent, or their designate, the authority to determine the capacity for placements in individual schools and educational programs in the School District.



ADMINISTRATIVE PROCEDURE FORM: AP-HUM-311-01-FRM

Student Transfer Application Form

Last Revised Date: December 10, 2025

References: Policy 311 – Student Placement

This application is to be filed by the parent on behalf of a student presently enrolled in a school in School District No. 22 (Vernon). It will be received by the Principal of the requested school only after discussion with the student's current Principal as indicated by the latter's signature below. **Student placement (transfer) forms are valid for one calendar year only.**

CONTACT INFORMATION

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Grade at School Year: \_\_\_\_\_  
Anticipated Start Date: \_\_\_\_\_

Please provide two (2) pieces of identification that clearly identify parent/guardian and the current residential address (i.e. BC driver's licence, utility bill or tax notice).

Present School: \_\_\_\_\_

Requested School: \_\_\_\_\_

Reason for Transfer Request: \_\_\_\_\_

Office Use Only

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

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

Clerical Initial: \_\_\_\_\_

Confirmed Catchment Area  
School: \_\_\_\_\_

**\*I acknowledge that I have read the corresponding policy that has been provided to me 'Attachment A'.**

\_\_\_\_\_  
\*Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
\*Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
Acknowledged by Principal of Present School

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

\_\_\_\_\_  
Acknowledged by Principal of Requested School

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

This APPLICATION has been:

☐ Approved ☐ Not Approved ☐ Put on a Wait List

☐ Cancelled ☐ Final Approval

Please Note:

- Elementary students** attending a school outside of their catchment area will be automatically assigned to the secondary school in that same catchment area, except students enrolled in a Program of Choice. Students wishing to return to their own catchment area for secondary placement must follow the transfer process.
  - VSS family of schools (Vernon Secondary School, BX Elementary, Silver Star Elementary, and Hillview Elementary) are closed to students residing outside the VSS catchment area.
  - Seaton family of schools (Alexis Park Elementary, Harwood Elementary, and WL Seaton Secondary) are closed to students residing outside the Seaton catchment area.
  - Ellison Elementary is closed to students residing outside the Ellison catchment area.
  - Beairto Elementary students continuing in French Immersion will automatically be assigned to WL Seaton Secondary.
- Secondary students** who transfer schools may lose their athletic eligibility for one year at their new school in accordance with **BC School Sports eligibility rules.**

SEE FOR REFERENCE ATTACHMENT 'A' – POLICY 311 – STUDENT PLACEMENT