



STUDENT TRANSFER REQUEST

To be completed for all transfers - whenever the student is already registered at another St. James-Assiniboia School.

PARENT(S)/LEGAL GUARDIAN/STUDENT:

Please complete Part A, and present the form to the Principal of the school the student wishes to attend.

PRINCIPAL:

Please complete Part B. Distribute 4 copies as follows: student; your file; student's former school; Board Office.

PART A DATE _____

NAME Last Name First Name _____

ADDRESS _____ POSTAL CODE _____

TELEPHONE(S) _____ AGE _____

PRESENTLY ENROLLED AT _____ SCHOOL. GRADE _____

REQUESTING TRANSFER TO _____ SCHOOL. GRADE _____

REASON FOR TRANSFER REQUEST _____

TRANSFER REQUIRED IMMEDIATELY [] OR SPECIFY DATE _____
PARENT(S)/ PARENT(S)/LEGAL
LEGAL GUARDIAN
GUARDIAN NAME SIGNATURE _____

NOTE: All transfers are subject to parent(s)/legal guardian providing transportation if required; and space being available in the receiving school.

PART B To be completed by the Principal of the school where the student is registering

[] Transfer Approved

OR

[] Transfer Not Approved; Space Not Available

[] Forwarded to Assistant Superintendent for Review

Comments _____

DATE _____ PRINCIPAL'S SIGNATURE _____

PART C Assistant Superintendent's Comments (Referred Cases Only)

DATE _____ ASSISTANT SUPERINTENDENT _____

Approved April 27, 2010
Former JECC-E, 23004-2-F

The personal information contained on this form is collected under the authority of the Public Schools Act, the Education Administration Act and the Freedom of Information and Protection of Privacy Act for the purpose of administration and student records. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.