



South East Cornerstone Public School Division #209

80A-18th Street N.E., Weyburn, SK S4H 2W4

Phone: 306-848-0080 Toll-Free: 888-938-0080 Fax: 306-848-4747

e-mail: contactus@cornerstonesd.ca

STUDENT TRANSFER REQUEST FORM BETWEEN SOUTH EAST CORNERSTONE SCHOOLS

PARENT SECTION

1. Complete page 1 (Parent Section)
2. Submit completed form to the Principal of the school that the student is currently attending (or the school of the attendance area in which you reside)
3. The Director will respond in writing with the decision

Date: _____

Student(s) Name: _____ Current Grade(s): _____

Parent/Guardian(s) Name(s): _____

Phone Number(s): _____

Street Address: _____ City/Town: _____ Postal Code: _____

Land Description (if applicable): _____

Mailing Address (if different): _____ City/Town: _____ Postal Code: _____

Name of School your child/children currently attends: _____
(or the school of the attendance area in which you reside)

Name of School you are requesting your child/children to attend: _____

1. Reason for requesting a transfer:

2. Explain the learning needs of your child/children:

3. Are you requesting transportation? Yes or No (circle one)

(NOTE: Transportation requests will be reviewed in accordance with Administrative Procedure 306)

Signature: _____

Parent/Guardian

**Parent submits form to the Principal of the school in which the child/children currently attends
(or the school of the attendance area in which the Parent resides)**

CURRENT SCHOOL/ATTENDANCE AREA PRINCIPAL SECTION

1. Review *School Check List for Student Transfer Requests* with the parent(s) as outlined in Administrative Procedure 306 - Appendix A School Check List for Student Transfer Requests

2. Provide the background regarding this request and any other items that the Director should be aware of when considering this request:

3. If behavior/intensive needs, please describe supports in place (technology, mobility, personal care etc.):

Name of Current School	
Current Principal's Name	
Current Principal's Signature	

Current Principal scans and e-mails form to the Receiving Principal WITHIN 2 DAYS
Requests received at the end of June/over the summer months are to be sent straight to the Director

RECEIVING SCHOOL PRINCIPAL SECTION

1. Provide comments regarding this request (classroom space, programming ability, etc.) and any other items that the Director should be aware of when considering this request:

2. Wait until the transfer is approved by the Director before enrolling the student in the school. An approval letter will be e-mailed to the Principal and a hard copy mailed to the school.

Name of Receiving School	
Receiving Principal's Name	
Receiving Principal's Signature	

Receiving Principal scans and e-mails form to the Director of Education WITHIN 2 DAYS

DIRECTOR SECTION

Transfer Request APPROVED

Section AP 306	Reason
3.1	The reason(s) for the request is (are) appropriate to the educational situation of the child/children as determined by the Director.
3.2	The attendance at the requested school supports the family's needs.
n/a	The school has the capacity to accommodate the request.

Transfer Request DENIED

Section AP 306	Reason
4.1	The reason for the request are not in the best interest of the educational needs of the student and the designated school of attendance.
4.2	The current and projected capacity of the requested school exceeds 85% of its Ministry calculated capacity.

Transportation to be reviewed?	Yes	No
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Director's Comments:

Director of Education