



CROSS CATCHMENT TRANSFERS

Background

Our school district endeavors to create safe, caring and supportive learning environments for all students to experience success. Parents can request a school for their child outside of their neighbourhood catchment school.

Approval of applications is based on availability of space and facilities or program and staffing resources appropriate for the applicant.

Procedures

1. A student's neighbourhood catchment school is based on their primary home address. Parents/guardians must be prepared to present proof of residency (e.g. – tax notice, hydro or telephone bills, etc.).
2. When parents/guardians choose a school other than the one within their neighbourhood catchment area, they are required to provide their own transportation as per operational procedure 380 (Student Transportation). This includes when they move from elementary to middle or middle to secondary within that feeder school family.

Feeder School Families

Cedar, Cortes, École des Deux Mondes, Pinecrest, Quadra, Ripple Rock, Sayward, École Willow Point Elementary Schools	École Phoenix Middle School	Carihi Secondary
Georgia Park, Ocean Grove, Penfield, Sandowne Elementary Schools	Southgate Middle School	Timberline Secondary

3. There are three cross catchment processes depending on the time of application:
 - **Applications for next school year:** received from the first Monday in February until the last Friday in February will be approved or declined no later than the end of April;
 - **Late applications for next school year:** those received after the last Friday in February until the second Friday in May will be approved or declined by the end of May. Requests received after the second Friday in May will be processed by the end of the school year where possible.
 - **Mid-year applications:** where students want to transfer to another school during the same school year will be considered after the first day of school.
4. Applications will be processed based on availability of space and facilities or program and staffing resources appropriate for the applicant and on a first-come-first-served basis (with priority being given to in-district applicants before those out-of-district).
5. Students who have a sibling at a school outside their catchment, will be accepted on a priority basis at the sibling's school if: the sibling will be in attendance when the student begins at the out-of-catchment school; there is availability of space and facilities; and there are available programs and

staffing resources appropriate for the applicant. School District 72 generally defines siblings as children who reside in the same household.

6. Once a cross catchment transfer has been approved, that student joins that feeder school family and gives up their spot at their neighbourhood catchment school. If a parent/guardian wishes to return to their neighbourhood catchment school, they must apply again for a cross catchment transfer but will be given priority. When the student cross catchment transfers, they move from elementary to middle, or middle to secondary school within that feeder family without needing to apply for another cross catchment transfer.

7. Applications for Next School Year (received from the first Monday in February until the last Friday in February)

- 7.1 To request a cross catchment transfer for the upcoming school year (starting in September), parents/guardians must complete an online cross catchment transfer application (SD72 Form 302-1) and email it to student.registration@sd72.bc.ca or drop it off at their child's current school by the last Friday in February. Applications received after the last Friday in February will be considered a late application.
- 7.2 The staff member that receives the application for cross catchment transfer must immediately record on the application the time and date that the application was received.
- 7.3 If a parent/guardian drops off an application for cross catchment transfer at their child's school, the school administrative assistant or principal is to provide the parent/guardian with a photocopy of the first page that shows the time and date that the application was received and immediately forward the application (that same day) to the associate superintendents' office.
- 7.4 The district will respond to all applications for cross catchment transfers (whether approved or denied) by email, unless a phone call is requested, no later than the end of April.
- 7.5 The associate superintendents' office will keep a record of all applications for cross catchment transfers received. Denied applications will be placed on waiting lists generated in the associate superintendents' office after the end of April approval process has been completed. Parents/guardians of denied applications will be informed to call the school board office or email student.registration@sd72.bc.ca should they want their application to be removed from the waiting list.

8. Late Applications for Next School Year (before second Friday in May deadline)

*Applies to Elementary and Middle Schools

- 8.1 Parents/guardians may submit late applications for cross catchment transfer (after the last Friday in February deadline) by completing an online cross catchment transfer application (SD72 Form 302-1) and email it to student.registration@sd72.bc.ca or drop it off to their child's current school.
- 8.2 The staff member that receives the application for cross catchment transfer must immediately record on the application the time and date that the application was received.
- 8.3 If a parent/guardian drops off an application for cross catchment transfer at their child's school, the school administrative assistant or principal is to provide the parent/guardian with a photocopy of the first page that shows the time and date that the application was received and immediately forward the application (that same day) to the associate superintendents' office.

- 8.4 Late applications received by the second Friday in May will be reviewed and processed by the school board office no later than the end of the school year. Late applications received after the second Friday in May cut off will be processed before the first day of school where possible, but they may not be processed until the first week of school in September.
- 8.5 The associate superintendents' office will keep a record of all applications for cross catchment transfers received. Denied applications will be added to the specific schools waiting list.
- 8.6 The student is to attend their current school until their parent/guardian has been informed by an email from the associate superintendents' office that their transfer has been approved.

*Applies to Secondary Schools

- 8.7 Late applications will be reviewed and processed by the secondary school principals based on space, course selection and staffing requirements up until the day school offices re-open after the summer break.
- 8.8 The student is to attend their current school until their parent/guardian has been informed by a phone call from the receiving school office that their transfer has been approved.

9. **Mid-Year Applications (where students want to transfer to another school during the same school year)**

*Applies to Elementary and Middle Schools

- 9.1 Should a parent/guardian wish to transfer their child to a different school mid-year, they need to complete an online mid-year cross catchment transfer application (SD72 Form 302-2) and email it to student.registration@sd72.bc.ca or drop it off at their child's current school.
- 9.2 If a parent/guardian drops off a mid-year cross catchment transfer application at their child's school, the school administrative assistant or principal is to provide the parent/guardian with a photocopy of the first page that shows the time and date that the application was received and immediately forward the application (that same day) to the associate superintendents' office.
- 9.3 Mid-year cross catchment transfer applications will not be approved if the requested school is already designated as 'at capacity' for September. The associate superintendents' office will determine if the application can be approved or is denied and notify the parents/guardians.
- 9.4 The associate superintendents' office will keep a record of all applications for cross catchment transfers received. Denied applications will be added to the specific schools waiting list.
- 9.5 If the request is denied, the student will continue to attend their current school and can submit an application for cross catchment transfer (SD72 Form 302-1) for the upcoming September.

10. **School Referrals to Home Learning and Alternate Programs**

- 10.1 Schools may refer students to a program at Robron Centre once the school, in consultation with a child's parent or guardian, decides to explore that possibility.

- 10.2 The school counsellor or school principal/vice-principal will contact Robron Centre's counsellor to discuss the student's learning needs.
- 10.3 The referral will be accepted if there is availability of space and program resources appropriate for that student.
- 10.4 If accepted, the parent and child will be asked to make an appointment for an in-take meeting at Robron Centre to determine programming.

Related Forms: [SD72 302-1 Application for Cross Catchment Transfer](#)
[SD72 302-2 Mid-Year Cross Catchment Transfer Application](#)

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