



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATION APPENDIX B

**Regulation Name: Student Transfers: Appendix B: Regulation Code: BA-7.1.2B**  
**Student Transfer Acknowledgement Form**  
**Section: Business and Administrative Services Policy Code Reference: BA-7.1**

Established: January 28, 2020  
Revised or  
Reviewed: October 24, 2023

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Kawartha Pine Ridge District School Board Policy BA-7.1, Student Accommodation Planning, and Administrative Regulation BA-7.1.2, Student Transfers, provide policies and procedures related to the admission of students to schools that are not designated as a student's home school.

The boundary principal will discuss the student transfer request with the out-of-boundary principal and arrive at a mutually agreed upon decision. The boundary principal will advise the family of schools superintendent of the decision, including the rationale for the decision. The family of schools superintendent will provide the final sign off and approval for the request.

It is important to understand that if the student transfer request is approved, the student is not guaranteed space at the out-of-boundary school the following year. Resubmission of student transfer request forms are not required each year; however, each case will be reviewed annually by the principal, in consultation with the family of schools superintendent and Planning Services. If conditions change, approval may be withdrawn for the next school year.

It is also important that parent(s)/legal guardian(s) and the student understand a student transfer approval does not entitle the student to transportation. Transportation requests must be made by the parent(s)/legal guardian(s) on an annual basis through Student Transportation Services of Central Ontario (STSCO). These requests are subject to space availability and the ability to get the student to and from an existing bus stop. Bus routes will not be altered to accommodate transfer students. There is no guarantee of space availability from one year to the next.

Additionally, a student transfer approval for one student does not entitle siblings to a student transfer approval. Sibling requests are separate requests considered on their own and subject to circumstances at the time of that request.

By signing below, the parent(s)/legal guardian(s) acknowledges having read, understood, and agreed to the above. Failing to accept these terms will result in the student transfer request being denied.

**Student Transfers: Appendix B:  
Student Transfer Acknowledgement Form**

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**Regulation Code: BA-7.1.2B**

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Student Name

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Date

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Parent(s)/Legal Guardian(s) Signature

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Parent(s)/Legal Guardian(s) Signature

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Out-of-Boundary School

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Out-of-Boundary School Principal  
Signature

This form is to be kept on file at the receiving school and a copy forwarded to the Manager, Planning Services.