



SCHOOL REQUEST/TRANSFER FORM

Choice
 Designated
 Program Change

Choice - Seven Oaks School Division residents requesting a school, which is not the catchment school, based on residence and program.

Designated - The catchment school could not accommodate further enrolment for the requested program.

Program Change/Other - Student is changing programs (language or other) and is transferring to their catchment school. Student is requesting to return to their catchment school.

Please complete and return this form to the **School Principal**. Notification of decisions will be by June 30th. Questions should be directed to the Principal at the school OR the Superintendents' Department.

Legal Name of Student: _____
Last Name, Given Names (in full)

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

Address: _____
Street Postal Code

Telephone: _____
Home Work

Date of Birth: _____ **MET #** _____
Month/Day/Year

Current School: _____ Program _____ Grade _____

School Requested: _____ Program _____ Grade _____

Catchment School: _____ **Date Effective:** _____

Reasons for Request (Additional information may be included on back of this paper):

Signature of Parent/Guardian Date

THIS SECTION TO BE COMPLETED BY SCHOOL OFFICE

Request Approved _____
Signature of Principal

Request Denied _____
Date

Copy to: Principals of: Current School, Requested School, Catchment School
 Parent/Guardian
 School Board Office