



PROCEDURE PR.568.PLG

TITLE: DESIGNATED SCHOOLS/STUDENT TRANSFERS - ELEMENTARY

Date Authorized: February 1999

Date Revised: 18 June 2024

Date Reviewed: 18 June 2024

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The District recognizes its responsibility to ensure that the development of this policy and the associated work promotes and protects Indigenous rights, human rights, and equity. The District will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To provide the process to be undertaken for student transfers between OCDSB elementary schools in support of the implementation of [Policy P.077.PLG Designated Schools/Student Transfers](#).

2.0 DEFINITIONS

Please refer to Appendix A for a full list of definitions used in this procedure.

3.0 RESPONSIBILITY

- 3.1 The Associate Director of Business Operations is responsible for determining transfer caps.
- 3.2 The Employee Services Department is responsible for communicating with the Planning Department regarding the staffing and accommodations in place in schools involved in transfer requests.
- 3.3 The Superintendents of Education (SOEs) of the receiving schools are responsible for collaborating with principals and the Associate Director of Education to determine transfer appeals.
- 3.4 School principals of receiving and sending schools are responsible for managing student transfer requests, following this procedure.

4.0 PROCEDURES

General

- 4.1 Students will be required to attend their designated school unless a student transfer has been approved, except in situations outlined in section 3.2 of P.077.PLG.
- 4.2 A parent/guardian will submit a [Cross Boundary Transfer Application - Elementary Students](#) should they wish to transfer the student to a school other than that which is designated.
 - a) Requests for student transfers to a secondary school that are initiated while the student is still in elementary school will be made using [Cross Boundary Transfer Application - Secondary Students](#), following PR.569.PLG Designated Schools/Student Transfers - Secondary.
 - b) A student who is not currently attending an Ottawa-Carleton District School Board school must register at their designated school prior to submitting a Cross Boundary Transfer Application.
- 4.3 In exceptional circumstances and after the principal's approval, a student will be allowed to continue to attend a non-designated school for the remainder of a school year without applying for a student transfer. The parent/guardian will be advised in writing of the requirement to apply for a student transfer if the student wishes to continue at the school the following school year (Appendix B).
- 4.4 Pending the decision on any transfer application, the student will continue to attend their designated school.

Timelines

- 4.5 The student transfer application period for each school year is two weeks which are typically towards the beginning of a calendar year.
- 4.6 The two-week application start and end dates will be determined and published annually by 1 December of every school year.
- 4.7 A request to transfer to a school with a student transfer cap of "0" can be made, however this transfer will be denied. Such requests can be appealed according to this procedure.
- 4.8 Schools may continue to receive student transfer applications outside of the two-week application period.
 - a) Late Transfer Applications received outside the two-week application period will be reviewed after finalizing the staffing allocations in June and September.

Communications with Applicants upon Receipt of Application

- 4.9 For applications received during the two-week application period, the applicant will immediately receive communication:
 - a) acknowledging the receipt of the request;
 - b) informing that a decision will be made shortly; and

- c) advising that a copy of the original request be maintained for their records.
- 4.10 For applications received after the two-week application period, the applicant will immediately receive communication that informs them:
- a) of the process and timelines of late applications; and
 - b) that the application will be reviewed by the receiving school principal, in consultation with the sending school principal(s), in June and again in September, to determine whether any additional transfer approvals are possible within the approved staffing arrangements at receiving and sending schools.

Making a Determination

- 4.11 Approving a school transfer request will be subject to:
- a) the following limitations:
 - i. the student transfer caps which identify the maximum number of transfer requests that can be approved during the two-week application period; and
 - ii. the approved staffing allocations at receiving or sending schools; and
 - b) meeting following criteria:
 - iii. particular learning needs of/or requirements placed on the student, which cannot reasonably be met by the home school(Code A); and
 - iv. Exceptional Personal Circumstances, which are assessed on a case-by-case basis (Code B).
- 4.12 Student transfer caps are calculated as 95 % of planning capacity (excluding portables) less the number of students expected for the following school year.
- a) A school's student transfer cap for the following school year may be increased with the consent of the Associate Director of Business Operations.
 - b) The Associate Director of Business Operations, in consultation with the principal and SOE responsible for the school, may determine, in light of anticipated multi-year growth at a school due to program or boundary changes, or expected increased volatility and uncertainty of enrolment projections, that the student transfer cap for a school during a particular period should be less than that calculated, including to a cap of zero, by only as much as required to address the circumstances.
- 4.13 Additional transfer approvals may be possible where there is some flexibility within the projected staffing allocations and/or where the number of "transfer in" requests is offset by the number of "transfer out" requests.
- 4.14 A determination will be made by the receiving school principal after consultation with the sending school principal and within the limitations of student transfer caps, staffing allocations, and approved accommodation arrangements.

Communication with Applicants following a Decision

- 4.15 For applications received during the two-week application period, the applicant will be advised of the student transfer decision as soon as possible following the end of the application period and no later than the end of March.

- 4.16 For approved transfers, the applicant will receive communication that indicates the following:
- a) the criteria for making a determination;
 - b) the OCDSB is not responsible for transportation except as provided for under Policy P.077.PLG Designated Schools/Student Transfers and OSTA Transportation Eligibility Policy; and
 - c) a student who has transferred into a non-designated school may remain at that school until the most senior grade offered in the school has been completed or until the end of the program requested unless their transfer is repealed under any of the following circumstances:
 - i) Should a student be discovered to be attending a school other than the designated school by providing false information to the OCDSB on a student transfer application, the student will be required to move to the designated school at the earliest possible time that will not unduly jeopardize the completion of courses already begun (e.g., after finishing the current school year); or
 - ii) Where the student, before completing two years of attendance at the receiving school, ceases to meet the criteria upon which the student transfer approval was based, the student will be required to return to the designated school the following year, except on the recommendation of the principal of the receiving school and the approval of the Superintendent of Instruction responsible for the receiving school, the student may be allowed to remain at the receiving school.
- 4.17 For denied transfers, communication with the applicant will indicate that:
- a) the transfer application did not meet the criteria or there is no space under the Transfer Cap;
 - b) an appeal of the decision may be made to the principal of the receiving school and the principal, in consultation with the Superintendent of Education responsible for the receiving school, will have the discretion to grant the appeal in light of Exceptional Personal Circumstances; and/or
 - c) if the first appeal is denied, a final appeal may be made to the Superintendent of Instruction, who will make a final determination in consultation with the Associate Director of Education in response to student needs in light of Exceptional Personal Circumstances.
- 4.18 Prior to granting any additional transfer approvals, receiving school principals will consult with Employee Services staff to confirm that such transfer approvals would not change the approved staffing allocations at the receiving or sending schools.
- 4.19 Following school staffing allocations in June and the final allocations in September (specific dates will be published annually), principals will review any Late Transfer Applications received after the two-week application period to determine whether any additional transfer approvals are possible within the final staffing arrangements at receiving and sending schools.

Appealing a Decision

- 4.20 Where a request for a student transfer has not been granted, an appeal may be made by the parent/guardian to the principal of the receiving school.
- 4.21 The principal of the receiving school will decide on the appeal in consultation with the SOE in light of Exceptional Personal Circumstances.
- a) If the appeal is approved, communication with the applicant will include the following:
- i. in consultation with the SOE, the request has been approved;
 - ii. a student who has transferred into a non-designated school may remain at that school until the most senior grade offered in the school has been completed or until the end of the program requested;
 - iii. if there is any change in the circumstances for which the transfer was granted before the student has completed two years of attendance at this school, they may be required to return to the designated school the following year;
 - iv. should a student be discovered to be attending a school other than the designated school by virtue of false information having been provided to the OCDSB, the student will be required to move to the designated school at the earliest possible time that will not unduly jeopardize the completion of courses already began; and
 - v. transportation becomes the responsibility of the parent/guardian.
- b) If the appeal is denied, communication with the applicant will include the following:
- i. in consultation with the SOE, the request has been denied as it did not meet the criteria of Exceptional Personal Circumstances; and
 - ii. an appeal to the SOE may be made and the decision will be made in consultation with the Associate Director of Education.
 - iii. the SOE decision is final and may not be appealed again.

Documentation

- 4.22 The Planning Department, the sending school, and the receiving school will have access to all documentation involved in the school transfer process, including any support material provided by the applicant in the District's Electronic Document Repository.
- 4.23 The Student Transfer Log Sheet for Receiving Schools will be electronically generated (exact dates to be published annually in Staffing Timelines) in February and October. The log will indicate all transfer application decisions (approved, denied, late and withdrawn), for review by principals and school office administrators. Once updated/confirmed, the final log sheet will be shared with the Planning Department and a copy maintained in the school's electronic document repository.

5.0 APPENDICES

Appendix A: Procedure Definitions

Appendix B Sample Letter to Parents/Guardians Approving Attendance at a Non-Designated School for Remainder of Current School Year

6.0 REFERENCE DOCUMENTS

- OCDSB [Policy P.026.SCO: Student Suspension and Expulsion](#)
- OCDSB [Policy P.077.PLG: Designated Schools/Student Transfers](#)
- OCDSB [Policy P.076.PLG: Pupil Accommodation](#)
- OCDSB [Policy P.127.TRA: Ottawa Student Transportation Authority](#)
- OCDSB [Policy P.088.FIN: Admission of Students to Schools](#)
- OCDSB [Procedure PR.568.PLG: Designated Schools/Student Transfers - Elementary](#)
- OCDSB [Procedure PR.567.PLG: Pupil Accommodation](#)
- OCDSB [Procedure PR.515.SCO: Student Suspension and Expulsion](#)
- OCDSB [Procedure PR.528.SCO: Critical Incident Review Process](#)
- OCDSB [Procedure PR.601.FIN: Admission of Students to Schools](#)

APPENDIX A: PROCEDURE DEFINITIONS

In this procedure,

Course Package means a sequential series of three courses at different grade levels, originating from the same Ministry of Education guidelines, and commencing at Grade 9 or Grade 10.

Designated School means a school which the student would be eligible to attend by reason of:

- a) the place of residence of the student's parents/guardians or, in the case of a student 18 years of age or older, the student's residence; and
- b) the location of educational programs mandated under the Education Act and the associated Board-mandated delivery options.

Exceptional Personal Circumstances means unforeseeable or unpreventable events or circumstances beyond a student's control, which have a negative impact on the student.

Late Transfer Application means any school transfer application received, for the current or the following school year, after the two-week application period.

Receiving School means the school to which the student has requested a transfer.

Receiving School Principal means the principal of the receiving school.

Sending School refers to the school the student would be expected to attend if the requested transfer is denied.

Sending School Principal(s) means the principal of the designated school and the principal of the sending school if different from the designated school.

Student Transfer is required when a student wishes to attend a school other than his or her designated school, except as provided in section 4.21 of this procedure.

Student Transfer Cap means the maximum number of student transfers a school is authorized to accept.

Transfer capacity means the amount of space available at a particular school for instructional purposes, and includes the loading of space associated with Relocatable Classroom Modules (RCMs), leased facilities and space, new schools, additions and renovations. Portable classrooms are not loaded and are not included in transfer capacity and shall not be included in the annual calculation of transfer caps.



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

APPENDIX B: SAMPLE LETTER TO PARENTS/GUARDIANS APPROVING ATTENDANCE AT A NON-DESIGNATED SCHOOL FOR REMAINDER OF CURRENT SCHOOL YEAR

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

I am writing to ensure that you are aware of the following information regarding *(student's name)* attendance at *(name of your school)*:

- a) *(name of your school)* is *(no longer/not)* the designated school for *(student's name)*;
- b) In accordance with section *(insert applicable section from policy)* of OCDSB policy P.077.PLG: Designated Schools/Student Transfers, *(student's name)* will be permitted to attend *(name of your school)* for the remainder of the current school year, without applying for a student transfer; and,
- c) However, please note if *(student's name)* wishes to continue at *(name of your school)* next school year, a student transfer application will be required.

You should also be aware that the permission to attend *(name of your school)* for the remainder of the current school year does not include the provision of transportation.

We look forward to working with you and *(student's name)* at *(name of your school)*.

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School