



TITLE: DESIGNATED SCHOOLS/STUDENT TRANSFERS - ELEMENTARY

Date Issued: February 1999
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1.0 OBJECTIVE

To provide the process to be undertaken for student transfers between OCDSB elementary schools.

2.0 DEFINITIONS

In this procedure,

- 2.1 **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.
- 2.2 **Designated School** refers to 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.
- 2.3 **Sending School** refers to the school the student would be expected to attend if the requested transfer is denied.
- 2.4 **Sending School Principal(s)** refers to the principal of the designated school and the principal of the sending school if different from the designated school.
- 2.5 **Receiving School** refers to the school to which the student has requested a transfer.
- 2.6 **Receiving School Principal** refers to the principal of the receiving school.
- 2.7 **Student Transfer Cap** refers to the maximum number of student transfers a school is authorized to accept.

- 2.8 **Transfer capacity** represents 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.
- 2.9 **Course Package** refers to 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.

3.0 RESPONSIBILITY

- 3.1 Superintendent responsible for Planning, Superintendent responsible for Human Resources, Superintendents of Instruction, school principals.

4.0 PROCEDURES

- 4.1 Where a parent/guardian wishes a student to transfer to a school other than his or her designated school for the following school year, an Elementary Student Transfer Application/Tracking Form OCDSB 118 E* must be completed by the parent/guardian, and submitted to the receiving school principal.

Note: The Student Transfer Application/Tracking forms (Elementary) and (Secondary) are available to parents/guardians, upon request, from the principal. Principals may obtain the forms from the Supervisor of Document Production/ Reproduction.

- 4.2 Requests for student transfers at the Grade 9 level that are initiated while the student is still in Grade 8 will be considered by the principal of the secondary school the student wishes to attend, after consultation with the sending school principal and within the limitations of the student transfer criteria and the limitations of the transfer capacity. This student transfer application will fall under Procedure PR.569.PLG: Designated Schools/Student Transfers - Secondary.
- 4.3 As set out in Policy P.077.PLG, students will be required to attend their designated school unless a student transfer has been approved, with the exception of situations outlined in section 3.2 of P.077.PLG and section 4.21 of this procedure. Student transfer requests received during the regular application period will be approved by receiving school principals, after consultation with the sending school principals and within the limitations of the student transfer criteria and the limitations of the transfer capacity.
- 4.4 As required, principals will discuss the possibility of student transfers with parents/guardians beginning in January of any given year. Information on the transfer process will be available on the district's website and updated on an annual basis to outline applicable timelines, process, etc.
- 4.5 The regular student transfer application period for each school year will be determined and published annually by 1 December of the preceding school year.

- 4.6 Any late transfer requests after the regular student transfer application period and/or any student transfer requests received during the regular application period that were refused may 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. Any additional transfer approvals shall be subject to there being no changes to the approved staffing allocations at receiving or sending schools or to the approved accommodation arrangements at receiving schools.
- 4.7 Receiving school principals will refer to the "student transfer caps", which identify the maximum number of transfer requests that can be approved during the regular application period. Student transfer requests received during the regular application period will be approved up to the number identified by the student transfer cap for the receiving school. A receiving school with a student transfer cap of "0" would not be able to approve any transfer requests received during the regular application period. However, that school should still accept transfer requests during the regular application period, since these requests would be subject to review in June and again in September. Reference Policy P.077.PLG for the calculation of the student transfer caps.
- 4.8 Student transfer requests received during the regular application period shall be approved by the receiving school principal, in consultation with the sending school principal(s) within the limitations of the student transfer cap and subject to the following criteria:
- a) Particular learning needs of / or requirements placed on the student, and/or
 - b) Exceptional personal circumstances.
- 4.9 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, except in the following circumstances:
- a) 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 on the student's behalf, the student shall 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., early in the current school year or at the end of the current school year (elementary)).
 - b) Where a student transfer has been approved on the basis of meeting either of the criteria listed in section 4.8 of this procedure, and 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 shall 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.
- 4.10 The parent/guardian will be informed in writing that the Ottawa-Carleton District School Board is not responsible for transportation if a student transfer is granted, except as

provided for under Policy P.068.TRA Student Transportation and noted in Policy P.077.PLG Designated Schools/Student Transfers.

- 4.11 For applications received during the regular application period, the parent/guardian 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, in writing by the receiving school principal. (Reference Attachment 2 for sample approval letter.)
- 4.12 For applications received after the regular application period, a letter should be sent immediately following receipt of the request. (Reference Attachment 4 for sample letter.) The letter should note that:
- a) the transfer application is late;
 - b) late applications will be reviewed in June and again in September to determine whether any additional transfer approvals are possible within approved staffing and accommodation arrangements; and
 - c) should a late application be approved following the reviews in June and September, the parent/guardian would immediately be notified. Pending such notification, the student should be registered at his/her designated school.
- 4.13 Processing Applications
- a) Where a transfer application has been approved, the letter (reference Attachment 2 for sample) should note that:
 - (i) the OCDSB is not responsible for transportation,
 - (ii) where applicable, reference should be made to the provisions under sections 4.8 and 4.9 of this procedure.
 - b) Where a transfer application has been denied, the letter (reference Attachment 3 for sample) should note that:
 - (i) the transfer application did not meet the criteria;
 - (ii) an appeal of the decision may be made in writing;
 - (iii) under very exceptional personal circumstances the principals, in consultation with the Superintendent of Instruction responsible for the receiving school, shall have the discretion to grant the appeal;
 - (iv) if denied, a final appeal may be made in writing to the Director of Education/Secretary of the Board. The final appeal will be considered by a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer).
- 4.14 For all transfer requests (i.e. approved, denied or late requests), the receiving school principal will input the final decision, including comments if necessary, on the original Elementary Student Transfer Application/Tracking Form OCDSB 118E, and forward the original to the applicant, and the remaining copies to the Planning Department, the sending school, and a copy kept for the receiving school file.
- 4.15 The receiving school principal will maintain a file containing information pertaining to all students who have requested a student transfer. A copy of form OCDSB 118E, any support material provided by the applicant, and a copy of the principal's letter are to be placed in the file.

- 4.16 Beginning in the third week of June (specific dates will be published annually), principals will review any late transfer requests received after the regular application period to determine whether any additional transfer approvals are possible within the final projected staffing allocations at receiving and sending schools. 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. Discussions between receiving and sending school principals will occur at this time, in order to facilitate the review process. Any additional transfer approvals will be subject to there being no changes to the approved staffing allocations at receiving or sending schools and no increases to the approved accommodation arrangements at receiving schools. Prior to granting any additional transfer approvals, receiving school principals will consult with Human Resources staff to confirm that such transfer approvals would not change the approved staffing allocations at the receiving or sending schools.
- 4.17 Following the final school staffing allocations in September (specific dates will be published annually), principals will review any late transfer requests received after the regular application period to determine whether any additional transfer approvals are possible within the final staffing arrangements at receiving and sending schools. Additional transfer approvals may be possible where there is some flexibility within the final staffing arrangements and/or where the number of "transfer in" requests is offset by the number of "transfer out" requests. Discussions between receiving and sending school principals will occur at this time, in order to facilitate the review process. Any additional transfer approvals by receiving school principals will be subject to there being no changes to the final staffing allocations at the receiving or sending schools and no increases to the approved accommodation arrangements at receiving schools.
- 4.18 Receiving school principals will, immediately following the transfer approval, notify the applicants, the Planning Department, and the sending schools in writing if there are any additional transfer approvals as a result of the June and September reviews of late/refused transfer requests.
- 4.19 Receiving school principals will complete the "Student Transfer Log Sheet for Receiving Schools" (Reference Attachment 1), and submit a copy to the Planning Department on two occasions: 1) as soon as possible following the end of the regular application period; and, 2) at the end of September.
- 4.20 Where a student is allowed to attend a non-designated school for the remainder of a school year without applying for a student transfer, in accordance with sections 3.2 (f) of the student transfer policy, the parent/guardian should 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 (Reference Attachment 7 for sample letter).

Attendance at a School other than the Designated School

- 4.21 In accordance with Policy P.077.PLG, the student transfer application process does not apply in the following circumstances:
- a) As a result of student placement in a specialized special education program, with transportation provided in accordance with Policy P.068.TRA Student

Transportation;

- b) As a result of student placement in an English-as-a-Second Language (ESL/ELD) program, with transportation provided in accordance with Policy P.068.TRA Student Transportation;
- c) As a result of a suspension or expulsion, with transportation provided in accordance with Policy P.068.TRA Student Transportation;
- d) Where Early French Immersion is the program selected for a student, he/she may attend Junior Kindergarten at either the designated school for the Regular English program or the designated school for the Early French Immersion program. In either case, transportation will be provided.
- e) A student shall be permitted to remain at the school he or she is currently attending for the remainder of the school year if, during the course of the school year:
 - (i) the student moves out of the attendance area of the current school, in which case the OCDSB shall not be responsible for providing transportation; or
 - (ii) the student wishes to change programs at the current school, where a different school is his/her designated for the newly chosen program.
- f) Where a student plans to move out of the attendance area of a particular school after a school year has begun and the parent/guardian wishes the student to attend the designated school service the new residence before the move takes place, the student may attend the designated school serving the new residence on presentation of proof of purchase or rental agreement for the new residence. The OCDSB shall not be responsible for providing transportation until the student moves to the new residence, subject to eligibility under Policy P.068.TRA Student Transportation.

Appeals

- 4.22 Where a request for a student transfer has not been granted, an appeal may be made by the parent/guardian by writing to the principal of the receiving school. Receiving principals, in consultation with the Superintendent of Instruction responsible for the receiving school, shall have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances. (Reference Attachment 5 for sample letter.)
- 4.23 Where a request for a student transfer is not granted on appeal to the principal under Section 4.22 of this procedure, a final appeal may be to a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer). (Reference Attachment 6 for sample letter.)

5.0 APPENDICES

(Samples only – Reference the OCDSB Forms Conference on BEAM for the latest version of the following attachments)

Attachment 1: OCDSB 732E Student Transfer Log Sheet for Receiving Schools - Elementary
Attachment 2: Sample Letter to Parents/Guardians Approving a Transfer Request
Attachment 3: Sample Letter to Parents/Guardians Denying a Transfer Request
Attachment 4: Sample Letter to Parents/Guardians in Response to Late Transfer Applications
Attachment 5: Sample Letter to Parents/Guardians Granting a Transfer Appeal
Attachment 6: Sample Letter to Parents/Guardians Denying a Transfer Appeal
Attachment 7: Sample Letter to Parents/Guardians Approving Attendance at a Non-Designated School for Remainder of Current School Year

6.0 REFERENCE DOCUMENTS

Board Policy P.126.SCO: Appeals Hearing Panel (Students Transfers)
Board Policy P.026.SCO: Student Expulsion
Board Policy P.076.PLG: Pupil Accommodation
Board Policy P.077.PLG: Designated Schools/Student Transfers
Board Policy P.068.TRA: Student Transportation
Board Policy P.088.FIN: Admission of Students to Schools
Board Procedure PR.569.PLG: Designated Schools/Student Transfers - Secondary
Board Procedure PR.556.TRA: Student Transportation
Board Procedure PR.567.PLG: Pupil Accommodation
Board Procedure PR.664.SCO: Appeals Hearing Panel (Students Transfers)
Board Procedure PR.515.SCO: Student Expulsion
Board Procedure PR.528.SCO: Critical Incident Review Process
Board Procedure PR.601.FIN: Admission of Students to Schools



Student Transfer Log Sheet for Receiving Schools – Elementary

(Reference: Policy P.077.PLG and Procedure PR.568.PLG)

Receiving School:			Transfer Decisions Approved A ; Denied D ; Late L ; Withdrew W ; No Show NS ; Declined Approval DA ; Approved on Appeal AA ; Approved by Superintendent AS
Transfer Request for:			

Last Name	First Name	Student OEN No.	Request ed Grade	Designated School	Date Received		Meets Criteria* (See Transfer Codes Table)	Initial Decisio n** (See note below)	June Review *** (See note below)	Septem ber Review* **
					Mont h	Day				

* Refers to the criteria to be used in prioritizing transfer requests, where there are **transfer limitations** (see section 4.8 of procedure PR.568.PLG).

** For transfer requests received during the **regular application period**, the “Initial Decision” would be either “Approved” or “Denied” and the decision would be made immediately following the end of the regular application period. For **late** transfer requests, the “Initial Decision” would be “Late” and the applicant would be notified immediately following the receipt of the late transfer request.

*** The June and September reviews only apply to students whose transfer requests have not yet been approved. An entry should only be made under the “June Review” or “September Review” column where an additional transfer approval has been granted as a result of the review or the status of a student’s transfer request has changed (example, request withdrawn) (PR.568.PLG)

Personal information on this form is collected under the authority of the *Education Act* and will be used for the student transfer process. Questions regarding the collection of this information should be directed to the Planning Department, 133 Greenbank Road, Ottawa, ON K2H 6L3 (613) 596-8211 ext. 8637.



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Elementary Transfer Codes

Learning Need or Requirement	
A1	Learning Support
A2	Other (please explain below)
Exceptional Personal Circumstances	
B1	Bullying
B2	Childcare (demonstrated requirement)
B3	Sibling (demonstrated requirement)
B4	Ease of Access (demonstrated requirement)
B5	Other (please explain below)

**SAMPLE LETTER TO PARENTS/GUARDIANS
APPROVING A TRANSFER REQUEST**

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

I am writing in response to your request for your child, *(full name)*, to be granted a transfer to attend *(school name)* for the school year *(state year, e.g., 2010-2011)*. I am pleased to inform you that your request has been approved as it fell within the limitations of the student transfer cap and the set criteria established under Policy P.077.PLG Designated School/Student Transfers.

All decisions regarding student transfers are governed by the Ottawa-Carleton District School Board Policy P.077.PLG and Procedures PR.568.PLG and PR.569.PLG: Designated Schools/Student Transfers. Please note that if the student, before completing two years of attendance at this school, ceases to meet the criteria upon which the transfer approval was based, *(she/he)* may be required to return to the designated school the following year. As well, 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 shall be required to move to the designated school at the earliest possible time that will not unduly jeopardize the completion of courses already began.

The OCDSB is not responsible for transportation for students attending a school on a transfer. Transportation becomes the responsibility of the parent/guardian.

We look forward to working with you and your child at *(name of your school)* in the new school year.

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School

**SAMPLE LETTER TO PARENTS/GUARDIANS
DENYING A TRANSFER REQUEST**

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

I am writing in response to your request for your child, *(full name)*, to be granted a transfer to attend *(school name)* for the school year *(state year, e.g., 2010-2011)*. I regret to inform you that your request has been denied because *(school to insert applicable reason i.e. the application did not meet the required criteria, the transfer cap for the school was set at zero, the application met the criteria however the transfer cap was at its limit)*.

All decisions regarding student transfers are governed by the Ottawa-Carleton District School Board Policy P.077.PLG and Procedures PR.568.PLG and PR.569.PLG: Designated Schools/Student Transfers. Please note since the transfer request has been denied, your child should be registered at her/his designated school.

You may appeal this decision by writing to me at *(address of the receiving school)*. Principals, in consultation with the Superintendent of Instruction responsible for this school, have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances. Where a request for a student transfer is not granted by a written appeal to the principal, a final appeal may be made to a trustee panel by writing to the Director of Education/Secretary of the Board, Ottawa-Carleton District School Board, 133 Greenbank Road, Nepean, Ontario K2H 6L3. This appeal will be processed in accordance with the P.126.SCO Appeal Hearing Panel (Student Transfers) and PR.664.SCO Appeal Hearing Panel (Student Transfers). You may review these documents on the OCDSB website at:
<https://weblink.ocdsb.ca/WebLink/Browse.aspx?startid=1859015&dbid=0>

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School

**SAMPLE LETTER TO PARENTS/GUARDIANS
IN RESPONSE TO LATE TRANSFER APPLICATIONS**

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

I am writing in response to your request for your child, *(full name)*, to be granted a transfer to attend *(school name)* for the school year *(state year, e.g., 2010-2011)*. I regret to inform you that your request was received after the regular application period deadline of *(date of deadline)* and cannot be processed at this time.

All decisions regarding student transfers are governed by the Ottawa-Carleton District School Board Policy P.077.PLG and Procedures PR.568.PLG and PR.569.PLG: Designated Schools/Student Transfers. Your application will be reviewed again in June and in September to determine whether any additional transfer approvals are possible within the approved staffing and accommodation arrangements. Should your application be reconsidered and approved at a later date, you will be notified immediately. Pending such notification, your child should be registered at her/his designated school.

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School

**SAMPLE LETTER TO PARENTS/GUARDIANS
GRANTING A TRANSFER APPEAL**

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

In consultation with the Superintendent of Instruction responsible for *(insert name of school)*, I have completed a review of your request for a transfer for your child *(full name)* to attend *(school name)*, and I am pleased to inform you that your request has been approved for the school year *(state year, e.g. 2010-2011)*.

All decisions regarding student transfers are governed by the Ottawa-Carleton District School Board Policy P.077.PLG and Procedures PR. 568.PLG and PR.569.PLG: Designated Schools/Student Transfers.

A student transfer granted at this appeal stage is approved only for very exceptional personal circumstances. Please note that 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, *(she/he)* may be required to return to the designated school the following year. As well, 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 shall be required to move to the designated school at the earliest possible time that will not unduly jeopardize the completion of courses already began.

The OCDSB is not responsible for transportation for students attending a school on a transfer.

Transportation becomes the responsibility of the parent/guardian.

We look forward to working with you and your child at *(name of your school)* in the new school year.

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School

**SAMPLE LETTER TO PARENTS/GUARDIANS
DENYING A TRANSFER APPEAL**

(Letter sent by Principal of the Receiving School)

(Date)

Dear *(Name of parent or guardian)*

In consultation with the Superintendent of Instruction responsible for *(insert name of school)*, I have completed a review of your request for a transfer for your child *(full name)* to attend *(school name)* rather than *(his/her)* designated school, *(name of designated school)*.

The information that has been made available in writing and through conversation with you and school staff has been considered in accordance with OCDSB Policy P.077.PLG: Designated Schools/Student Transfers. Since adequate accommodation is not available at *(name of your school)* and a student transfer approved at this appeal stage is granted only for very exceptional personal circumstances, I regret to inform you that it will not be possible to grant a transfer in response to your appeal. Please ensure your child is registered at his/her designated school.

A final appeal may be made to a trustee panel by writing to the Director of Education/Secretary of the Board, Ottawa-Carleton District School Board, 133 Greenbank Road, Nepean, Ontario K2H 6L3. This appeal will be processed in accordance with the P.126.SCO Appeal Hearing Panel (Student Transfers) and PR.664.SCO Appeal Hearing Panel (Student Transfers). You may review these documents on the OCDSB website at:

<https://weblink.ocdsb.ca/WebLink/Browse.aspx?startid=1859015&dbid=0>

Sincerely,

Principal
(name of your school)

c.c. Principal of Sending/Designated School

**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