



# SCHOOL CHANGE REQUEST 2014-15

Office Use Only  
Request Date: \_\_\_\_\_  
Request Time: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Present School: SASEENOS ELEMENTARY School Requested: \_\_\_\_\_

I would like the school change to be effective \_\_\_\_\_ 2013 \_\_\_\_\_

At that time, the student will be in grade \_\_\_\_\_

Reason(s) for Request: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Phone # home: \_\_\_\_\_  
business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*I have read and accept the conditions stated on the reverse of this sheet.*

\_\_\_\_\_  
Parent/Guardian's Signature

**FOR COMPLETION BY HOME SCHOOL PRINCIPAL**

I am aware that this student is applying to attend another school in the district.

Home School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR COMPLETION BY RECEIVING SCHOOL PRINCIPAL**

I am aware of this request: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's signature

**Decision:**  
Request is approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Parent Notified: \_\_\_\_\_  
If no – reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information on this form is collected under the authority of the School Act, sections 13 and 97. The information will be used for educational program purposes and when required, may be provided to health services or other support services as outlined in section 97(2) of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of your school or to the Information and Privacy Coordinator, School District No. 62 (Sooke), 3143 Jacklin Road, Victoria, BC, V9B 5R1, (604) 474-9800.

The Board of Education of School District No. 62 (Sooke) desires to accommodate, where appropriate, requests for change of school. However, because of limitations of programs, facilities and transportation, some guidelines are necessary:

1. The principal of the receiving school gives first consideration to students in the attendance area. In some cases, approval may have to be delayed until the principal has an accurate idea of school and grade enrolment.
2. If enrolment grows to the point where moving students to another school becomes necessary, out-of-area students may be required to return to their home school. This would normally take place only at the end of the school year.
3. Transportation to and from school is the parent's responsibility. Cross-boundary transportation will be approved only within the terms of Board policy.
4. The Board is concerned that school changes not be made prematurely, where discussion could resolve a home-school difficulty between home and school. The principal of a school to which application is made may therefore refer the parent to the principal of the home school for further discussion.