



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

Regulation Name: Student Transfers Regulation Code: BA-7.1.2  
Section: Business and Administrative Services Policy Code Reference: BA7.1

Established: October 24, 2023

Revised or

Reviewed:

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### 1. OBJECTIVE

It is expected that students will be enrolled in the school designated their school attendance area. However, out-of-boundary students are permissible in certain situations if space is available and there is no additional cost to the Board. Board approve the student transfer. This administrative regulation provides guidelines and expectations when considering student transfer requests.

### 2. DEFINITIONS

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Boundary Principal

Boundary principal is the school principal of the boundary student's home school.

#### Boundary Students

Boundary students are those who's principal residence is located within the school attendance area as established by the Board and attend the school within the boundary.

#### Home School

Home school refers to the school the Board assigns a student to attend for regular programming (e., English track) based on the location at which the student resides. Students are expected to attend their home school, unless they are registered in a specialized program (e.g., French Immersion, Integrated Arts, International Baccalaureate, etc.) located outside the attendance area of their home school.

#### Long Term Accommodation Plan (LTAP)

The Long Term Accommodation Plan (LTAP) is a comprehensive planning document illustrating the utilization of current facilities, and possible accommodation initiatives to address the changing demographics of the Board with consideration of the Board's Strategic Plan. The LTAP is updated annually.



### 3. APPLICATION

This administrative regulation applies to senior administrative staff, Planning Services staff, school administrative staff and the school community

### 4. RESPONSIBILITY

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

The family of schools superintendent(s), or designates, are responsible to review this administrative regulation with school administration and to monitor student transfers to ensure consistent application and compliance with this administrative regulation

School principals are responsible, in consultation with the family of schools superintendent(s), to approve or deny student transfer request based on the criteria outlined in this administrative regulation

Planning Services has the responsibility to support the family of schools superintendent(s) and school principals by providing enrolment projection data.

Parent(s)/legal guardian(s) are responsible to review and understand the Student Transfers administrative regulation

### 5. PROCEDURE

School principals may permit registration of out-of-boundary students in limited circumstances, which may include, but is not limited to, child care arrangements or program options

#### 5.1 Student Transfer Request (new Student Transfers)

5.1.1 The parent(s)/legal guardian(s) must complete the Student Transfer Form (Appendix A), including the rationale for the request.

- 5.1.4 The boundary principal designate, will contact the parent(s)/legal guardian(s) to confirm the decision by the end of the second week of the school year.
- 5.1.5 All decisions are to be put in writing and the parent(s)/legal guardian(s) are responsible to complete the Student Transfer Acknowledgement Form (Appendix B).
- 5.1.6 Transportation for out-of-boundary students is the responsibility of parent(s)/legal guardian(s). However,

## Student Transfers

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