



# 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:** BA-7.1

Established: October 24, 2023

Revised or

Reviewed:

### 1. OBJECTIVE

It is expected that students will be enrolled in the school designated within 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 to 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 whose principal residence is located within the school attendance area as established by the Board and attend the school within that boundary.

#### Home School

Home school refers to the school the Board assigns a student to attend for regular programming (i.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.

**Out-of-Boundary Principal**

Out-of-Boundary principal is the school principal of the school the out-of-boundary student attends or wishes to attend.

**Out-of-Boundary Students**

Out-of-Boundary students are those whose principal residence is located within the Board, but outside the attendance area of the school to which they are assigned. (TJEMC/P 4(i)(e) but P 4(t)-2 (he) 4(a) 2 (t) Tw §.5d(ed)

## **Student Transfers**

- 5.1.4 The boundary principal, or 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, out-of-boundary student transportation requests can be made to STSCO, following the process outlined in Board Policy BA-8.1, Student Eligibility.

## **5.2 Considerations for Assessing Student Transfer Requests**

School principals, in consultation with the family of schools superintendent and Planning Services will consider the following when assessing student transfer requests:

- 5.2.1 Boundary students will be given first priority of placement in the school. In other words, no approvals will be granted until all boundary students have been accommodated.
- 5.2.2 The out-of-boundary school does not exceed available capacity.
- 5.2.3 The particular grade/course has room without exceeding class size restrictions.
- 5.2.4 No additional staff resources are required.
- 5.2.5 The number of students requesting transfers from sending and receiving schools.
- 5.2.6 The list of schools closed to new out-of-boundary students,
- 5.2.7 Enrolment projections, including potential student yields from new development.
- 5.2.8 The unique circumstances of each student transfer request.

## **5.3 Annual Review of Student Transfer Requests (existing Student Transfers)**

Resubmission of student transfer request forms are not required each year; however, each case will be reviewed annually by school principals, in consultation with the family of schools superintendent and Planning Services. If conditions change, approval may be withdrawn for the next school year.



**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-7.1, Student Accommodation Planning](#)

[BA-8.1, Student Eligibility](#)

[ES-3.15, French Language](#)

[ES-3.16, Indigenous Language Program](#)

[ES-3.17, English Language Development Program](#)

Administrative Regulations:

[BA-7.1.3, Holding Areas and Holding Schools](#)

**7. REFERENCE DOCUMENTS**

Legislation:

[Education Act, Section 171\(1\).7](#)