

## Appeal Process for 2017-18 Transfer Applications



To: All 'Not-Approved' transfer applicants  
From: Anne Gillrie-Carre  
District Administrator for Central Registration/Transfers  
Date: May 3, 2017

The School District understands that there is often high anxiety for parents and students related to transfer requests. We hope that the following information is useful to create stronger understanding of the transfer process for this year.

As you may know, the School District has had to make changes in process of transfers, placements, and registrations of students for the 2017-18 school year. The reason for these changes is the requirement to comply with the re-instated collective agreement language ordered by the Supreme Court of Canada. To that end, district and administrative staff have been examining every school's status in terms of allocation of staff and needed classroom space to best meet the re-instated collective agreement requirements. The outcome of our thorough examination is that there are some schools that are at full capacity for program and physical space and for staffing allocation. They will not be able to take any transfer students and in fact, may have to place catchment students in other schools. In these cases, for schools that are completely full now and will remain so, transfer appeals will not be considered. At the other end of the spectrum, there are some schools that have quite a bit of available space and therefore may have been able to approve of all or most transfer requests.

If you have received a transfer "Not Approved" letter, then you can decide to appeal that decision as long as the requested school is not identified on the list of schools at the top of the next page. They are full and closed to accommodate transfers. Be assured that all students needs will be met no matter what school they attend or are placed at. If you wish to appeal, then refer to instructions on Page 2 of this Information Package

## Instructions for Submitting a Transfer Appeal for 2017-18

**Appeals will not be accepted for: McMath, Richmond and Steveston-London Blair, Brighthouse, Cook, Currie, Ferris, Homma, Maple Lane, McKinney, Westwind, Spul'u'kwuks, Wowk**

Deadline for Submission of Appeal:

**3 PM Friday, May 12, 2017**

Location for submission:

Office of the Superintendent  
4<sup>th</sup> floor Richmond School District  
7811 Granville Avenue  
for hard copies  
or  
agillrie-carre@sd38.bc.ca  
for scanned email copies

Please **PRINT NEATLY** to complete the following information:

Name of Parent/Guardians(s):

\_\_\_\_\_

Telephone Number for easiest contact:

\_\_\_\_\_

Parent email address:

\_\_\_\_\_

Name of student:

\_\_\_\_\_

2017/18 GRADE

\_\_\_\_\_

Catchment School 2017/18

\_\_\_\_\_

Requested School 2017/18

\_\_\_\_\_

Category of Reason for Transfer

\_\_\_\_\_

eg. Daycare/siblingetc.

Please attach a signed letter/statement that clearly outlines why you feel there are critical health or safety reasons or other exceptional circumstances that would support your request to have the Not-Approved status changed to Approved status.

### ***Office Use Only***

Date received: \_\_\_\_\_