

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Admission of Transfer Students	CODE: IDCBB
LEGAL STATUS: Board Motion #90.07	DATE APPROVED: 16 Apr 07

Background: The Board of Education expects that each student admitted to a regular school program before September 30th will complete the full school year in his/her designated school. However, the Board acknowledges that a parent/guardian or a school principal may request a transfer of a student after the start of the school year.

POLICY: Each school principal shall admit Prince Albert Catholic school division students moving to their attendance area during the school term. The Director of Education or designate shall make the final decision regarding any request for a transfer after September 30th from any student not enrolled in the Prince Albert Catholic school division. The Director of Education shall decide on any special situation not covered by policy.

Guidelines:

1. The Director of Education may approve a transfer if there is an educational or medical reason.
2. Any student who lives outside of the Prince Albert Catholic school division boundaries and wishes to transfer to a Catholic school, must have written permission of his/her school division, and must meet the admission requirements as per *Policy IDC, Admission of Students*.
3. A request for a transfer may be approved if:
 - a) the requirements of *Policy IDC, Admission of Students* are met;
 - b) Adequate space is available in the classroom/grade required;
 - c) the appropriate programs and/or services are available;
 - d) the parent/guardian provides transportation to/from school.
4. The high school principal may decide on transfer requests that occur between the first and second semester based on educational or medical reasons.