

International Education Program School Transfer Request Form – ELEMENTARY

ISP Student Number (Office Use Only): _____

Today's Date (mm/dd/yyyy): _____

STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____

English Name: _____ Birthdate (mm/dd/yyyy): _____

Current Burnaby Elementary School Name: _____ Current Grade: _____

SCHOOL TRANSFER REQUEST INFORMATION

Start Date: **February** (new student only) _____ (year) **September** _____ (year)

Requested Burnaby School Name: _____

Reason for Transfer Request: _____

Please provide living address for **Start Date** of the school year (listed as above):

Address: _____ Postal Code: _____

PARENT/CUSTODIAN INFORMATION

- I, as a parent custodian of the above student is requesting to transfer to the following school and acknowledge that:
- (a) this request is required for a transfer to be considered and it is not guarantee;
 - (b) this request will only be considered if student paid for his/her school fees in the start date indicated as above;
 - (c) aware of the school placement for February and September (new students) will be announce in the same month and for September (returning student) will be announce in May.

Legal Last Name: _____ Legal First Name: _____

Email: _____ Phone number: _____ Relationship to student: _____

Parent/Custodian's Signature: _____ Date: _____

Please complete this form and return to International Office at international@sd41.bc.ca

OFFICE USE ONLY – Do not complete

NEW STUDENT	RETURNING STUDENT (Current Student)
Start Date: <input type="checkbox"/> February (new student only) _____ (year) <input type="checkbox"/> September _____ (year)	Start Date: <input type="checkbox"/> September _____ (year)
Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID	Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID
<input type="checkbox"/> Updated Database and added memo	<input type="checkbox"/> Updated Database and added memo
<input type="checkbox"/> Informed student/parent/custodian of school changed (provided new LOA and receipt with new school name)	<input type="checkbox"/> Informed student/parent/custodian of school changed (provided new LOA, receipt with new school name and school transfer instruction)
<input type="checkbox"/> Emailed to notify both new and old elementary schools	<input type="checkbox"/> Emailed to notify both new and old elementary schools
<input type="checkbox"/> Uploaded notification emails and approved school transfer form	<input type="checkbox"/> Uploaded notification emails and approved school transfer form
<input type="checkbox"/> Notify Welcome Centre (for new student)	
<input type="checkbox"/> Change G4 and AIP label (for new student)	

Name of International Student Assistant (ISA) passing on request: _____ Date: _____

International Education Manager Approval: _____ Date: _____