



**For School Office Use Only**

Application received \_\_\_\_\_ Date \_\_\_\_\_  
 at requested school: \_\_\_\_\_ Time \_\_\_\_\_

## Application for Out-of-Catchment/Out-of-District Attendance For the 2011-12 School Year

Please take the completed form to the requested school by Thursday, March 31, 2011 – 12 noon.

**Please Print**

**Student Information** *(provide legal names only if different from preferred names)*

Preferred Last Name \_\_\_\_\_ Preferred First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Grade (for 2011-12 school year): \_\_\_\_\_  Male  Female Birthdate: \_\_\_\_\_  
Year Month Day

Student's Home Telephone Number: \_\_\_\_\_

Student's Residence: \_\_\_\_\_  
Apt. # Street Address City Postal Code

Parent's/Guardian's Name: \_\_\_\_\_

Contact: \_\_\_\_\_  
Telephone (Home) Telephone (Work) Telephone (Cell) Email

Custody:  Both Parents  Other \_\_\_\_\_  
*Legal documentation is required if there is a custody issue please specify relationship to student*

**Transfer Request**

Student's Catchment-area School: \_\_\_\_\_  
Name of School City/District

Student's Current School: \_\_\_\_\_  
 (if different from catchment-area school) Name of School City/District

Student's Current Program:  Regular  Other \_\_\_\_\_  
Please specify

School Requested: \_\_\_\_\_

For Grade: \_\_\_\_\_ For Program:  Regular  Other *Please specify:* \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Does your son/daughter have a sibling currently attending the requested school?  Yes  No  
 If **Yes**, please give name and birthdate of one sibling:

\_\_\_\_\_ Name Birthdate

Have you registered at your Catchment-area School?  Yes  No

Have you applied at any other schools?  Yes  No *If Yes, please list all below:*  
School Name City/School District

\_\_\_\_\_

**Please read information on page 2; a signature is required before the form can be accepted.**

## Information about Out-of-Catchment/Out-of District Applications

If space and facilities allow, applicants will be offered registration after June 15, in the following order:

1. In-catchment students who attended the previous year, but did not complete the previous year.
2. New in-catchment students, who have applied by June 15, based on the date of application, with siblings of students already at the school accepted first.
3. New out-of-catchment students who have applied by March 31, based on the date of application, with siblings of students already at the school accepted first.
4. New out-of-district students who have applied by March 31, based on the date of application, with siblings of students already at the school accepted first.

Applicants will be advised of the decision, usually no later than June 30. Applications for out-of-catchment and out-of-district attendance will be valid until September 30, 2011. After that date, the school will accept applications for mid-year transfers.

Parents/guardians have the responsibility to provide transportation for students to and from the requested school if the transfer is approved.

Parents and students should be aware that when a secondary student transfers to a different school, he or she may be ineligible to play inter-school sports. B.C. School Sports determines eligibility of students to participate in inter-school athletics.

### Note:

**Out-of-district students who are continuing in the same school, and who re-apply by March 31, 2011, are normally entitled to remain as continuing students at that school.**

**For more information, please contact the office of the school to which you are applying.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature** (required for secondary school)

I have read the information about School District 68 guidelines. I understand that once I accept a space at one school, I must remove my name from all other wait lists and that if I do not do so, I may lose my Out-of-Catchment/Out-of-District enrolment.

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The personal information on this form is provided to School District 68 (Nanaimo-Ladysmith) for the purpose of determining eligibility for Out-of-Catchment/Out-of-District attendance. School District 68 may contact my current school and other schools to which I have applied about this application.  
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#### Reason for Request:

- Current non-School District 68 student     child care     siblings     program     extracurricular     personal

Student's P.E.N. (Personal Education Number) \_\_\_\_\_

Proof of Residence in B.C. (for out-of-district students only) \_\_\_\_\_  
(signature required)

- Credit Card Invoice                       Driver's License  
 Mortgage Statement                       Municipal Tax Bill  
 Notary Authorized Letter                 Rental Agreement  
 Utility Bill

#### Principal's Approval:

Approved: (Date) \_\_\_\_\_ Approved by: (Signature) \_\_\_\_\_

#### Reason for Non-approval (details):

- Space/Facilities \_\_\_\_\_  Other \_\_\_\_\_