

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

School District No. 5 (Southeast Kootenay)

FAMILY REQUEST FOR STUDENT PLACEMENT FORM

To be submitted to School District Board Office between the 1st school day in February and the last school day in February

Please complete a separate form for each student

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Year Requested: \_\_\_\_\_

\_\_\_\_\_ Present Grade: \_\_\_\_ Grade in Sep. \_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Is student receiving student support services and/or has a designation?  Yes  No

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Catchment Area School: \_\_\_\_\_

Current School: \_\_\_\_\_

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

Circumstances/Reason for Request: (please attach another page if more space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The parent has been informed of [Administrative Procedure 300](#) and has been provided with a copy or link.

Parent/Guardian Signature: \_\_\_\_\_

Please email the completed form to [studenttransfers@sd5.bc.ca](mailto:studenttransfers@sd5.bc.ca). The form may also be mailed or delivered to the School District 5 (Southeast Kootenay) Board Office at 940 Industrial Rd 1, Cranbrook, BC V1C 4C6.

The parent or guardian will be contacted by phone and/or a letter with the out of catchment decision. (If any special conditions apply, they will be stated below.)

**Approved**  **Declined**

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent or Designate Signature: \_\_\_\_\_ Date: \_\_\_\_\_