

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. 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: _____