

Date: \_\_\_\_\_  
Time: \_\_\_\_\_**School District No. 5 (Southeast Kootenay)****FAMILY REQUEST FOR STUDENT PLACEMENT FORM**

**To be submitted to School District Board Office between  
the 1<sup>st</sup> 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)

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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: \_\_\_\_\_