

Received at Board Office	
Date:	_____
Time:	_____

School District 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 (please print)

Name of Student: _____ Date of Birth: _____

Address: _____ Year Requested: _____

_____ Present Grade: _____ Grade in Sept. _____

Email: _____ Phone: _____ Date of Application: _____

Name of Parent(s)/Guardian(s): _____

Catchment Area School: _____

Current School: _____

Principal's Signature: _____

Requested School: _____

Principal's Signature: _____

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 email with the out of catchment decision. (If any special conditions apply they will be stated below.)

Approved Declined

Comments:

Superintendent or Designate Signature: _____ Date: _____