



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



STUDENT TRANSFER

PARENT GUIDE



This guide is intended to provide parents/guardians with an overview of the student transfer process. Please refer to the related policies and procedures for more detailed information.

Student transfer requests for 2024–2025 must be made during the following application period for accommodation planning purposes:

**January 29, 2024 to
February 09, 2024.**

Students attend a designated school based on geographic and programming considerations. The following is provided as a guide to parents on when and how to request a transfer should you wish to have your child attend a school other than their designated school.



FREQUENTLY ASKED QUESTIONS

Q: What is my “designated” school?

A: The designated school is the school your child is eligible to attend as a result of where you live and the location of the educational program in which your child is enrolled.

Q: What if I want my child to attend another school?

A: A parent/guardian or a student who is 18 years of age or older may apply for a cross boundary transfer for a student to attend a school other than the designated school.

Q: How do I apply for a transfer?

A: In order to apply for a transfer, your child must be registered at their designated school in the Ottawa-Carleton District School Board. Once you have obtained your student number, you must then contact the school that you are seeking a transfer to and advise them that you wish to request a transfer. A transfer application form, that can be found on our [website](#), must be completed and returned to that school principal or submitted online during the application period.

Q: Where can I find the forms?

A: Parents/guardians must complete OCDSB 118E for elementary students and OCDSB 118S for secondary students. These multi-copy forms are available in all schools. The Transfer Application Forms for elementary and secondary students are also available online on the OCDSB Student Transfer [webpage](#).

Q: Is it first come, first served?

A: No, every application will be reviewed on an individual basis. It is a criteria-based approval process for elementary and secondary student transfer applications.

Q: What are the criteria for student transfers?

A: All student transfer applications are considered based on the following criteria:

Elementary Students:

- particular learning needs of or requirements placed on the student;
- and/or exceptional personal circumstances.



Secondary Students:

- particular learning needs of or requirements placed on the students; and/or
- access to a course package that is not available at the student’s designated school, including transfer at the Grade 9 level to access a course package at the receiving school that does not commence until grade 10; and/or exceptional personal circumstances.

Q: What is a student transfer cap?

A: The student transfer cap is the maximum number of student transfers that a school is authorized to accept. Each school has a limitation which is set on an annual basis.

Q: What is a “particular learning need”?

A: We understand that the learning needs of every child are unique. In most circumstances, the learning needs of students can be met in any of our schools. The transfer policy is designed to provide an opportunity for those students whose learning needs could be better met in a different learning environment.

Q: What is an “exceptional personal circumstance”?

A: We understand that personal circumstances vary. The policy is intended to provide an opportunity for students and parents to identify exceptional personal circumstances that could be accommodated by a transfer to another school.

Q: Am I required to provide “evidence”?

A: The transfer form will require you to explain the rationale for your application. The receiving principal may ask you to provide additional evidence if necessary.

Q: What is the transfer request period?

A: The transfer request period for the 2024–2025 school year is January 29 – February 09, 2024. Applications must be received at the school your child is seeking to enrol in by 3:00 p.m. February 09, 2024.

Q: What if an application is submitted after the deadline?

A: Late applications received outside the period will be considered in June 2024 based on the same criteria as all other applications.



Q: How are decisions made on which transfers to approve?

A: Each application is considered individually based on student need. There are no guarantees that transfer requests will be accepted. The application requires the approval of the principal at the receiving school, after consultation with the principal of the sending school. The receiving principal may request evidence and reasoning in support of the transfer application.

Q: How will I find out if my request has been approved or denied?

A: Applicants will receive a letter from the receiving school advising whether the transfer request was approved or denied.

Q: When will I find out if my application is approved?

A: We make every reasonable effort to respond within three weeks after the application deadline. The time required for completion may vary subject to the number of applications received.

Q: If I get a transfer, will I be eligible for transportation?

A: Transportation is not provided to students attending school on transfer, except in exceptional circumstances. Parents and students applying for a transfer should be prepared to make their own transportation arrangements.

Q: My child is currently at a school on a transfer. His/her sibling is entering into Grade 9. Will his/her sibling automatically be eligible to attend the same school?

A: No. Siblings have to apply for a transfer and provide the academic or personal reasons for the transfer.

Q: Are there some circumstances where a student may attend a school other than the designated school without a transfer?

A: Yes. The following are some examples of circumstances under which a transfer may be granted:

- as a result of placement in a specialized special education program;
- as a result of placement in an English as a Second-Language or English Literacy Development program;
- as a result of a suspension or expulsion;
- where Early French Immersion is the program selected for a student, he/she may attend Junior

Kindergarten at either the designated school for the Regular English program or the designated school for the Early French Immersion program;

- subject to successful application, a secondary student may attend a system program such as the Adaptive, Arts, International Bacculaureate, High Performance Athlete and Secondary Alternate;
- as a result of the student moving part way through the year.

Q: Can I appeal if my transfer request has not been granted?

A: Yes, an appeal may be made in writing by the applicant to the principal of the school the student wishes to attend.

Q: What is the process for appealing a decision?

A: In consultation with the Superintendent of Instruction responsible for the receiving school, receiving principals have the discretion to approve a student transfer in response to student need in light of very exceptional personal circumstances.

Q: If my request is still denied, do I have any other options?

A: Yes. When a request for a student transfer is not granted on appeal by the principal, a final appeal may be made to a panel of trustees as outlined in Policy P.126.SCO Appeals Hearing Panel (Student Transfer).

Q: Where can I get more information?

A: Your school principal is always available to help with your questions. Our Communications and Information Services Department is also available to help at 613-596-8211 ext. 8731.

The student transfer policy and procedures are also available on our website at www.ocdsb.ca under About Us – Policies, Procedures and Forms. Please refer to:

POLICY P.077.PLG – Designated Schools/Student Transfers Policy

PROCEDURE PR.568.PLG – Designated Schools/Student Transfers Procedure - Elementary

PROCEDURE PR.569.PLG – Designated Schools/Student Transfers Procedure – Secondary

MAKING A TRANSFER REQUEST — WHAT YOU NEED TO KNOW

Step 1: Register at your designated school and obtain a student number.

Step 2: *Obtain the required transfer form online.*

Step 3: Complete the Transfer Request Form (OCDSB 118E — Elementary or OCDSB 118S — Secondary).

Step 4: The online forms are automatically submitted to the principal of the school you want your child to attend.

Step 5: Should additional information be required, the school will contact you.

Step 6: All applicants will receive a letter advising whether the transfer request was approved or denied.

Step 7: If denied and you wish to appeal, please contact the principal of the receiving school, in writing. In consultation with the Superintendent of Instruction, principals will have the discretion to approve a student transfer in light of very exceptional personal circumstances.

Step 8: If the initial appeal is denied, a final appeal may be made to a panel of trustees.

TIMELINES

Transfer application period for 2024–2025:

January 29 – February 09, 2024

Deadline: 3:00 p.m.

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133 Greenbank Road • Ottawa, ON K2H 6L3 • Phone: 613-721-1820
Fax: 613-820-6968 • Website: www.ocdsb.ca