

**IMPORTANT:**

**Deadlines for application are September 15 for the full school year or fall semester and February 15 for the spring semester. Completed written applications and supporting documentation, if required, must be submitted to the Director of Programs and Student Services.**

**APPENDIX A:**  
STRAIT REGIONAL SCHOOL BOARD  
**APPLICATION FOR TRANSFER OF STUDENTS WITHIN THE REGION REQUEST FORM**  
**PARENT/GUARDIAN FORM**

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

First Middle Last

Present School: \_\_\_\_\_ Grade: \_\_\_\_\_ Program: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Current Civic Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Reason for Request:** Please check the eligible reasons for requesting a student transfer and attach supporting documentation, as appropriate:

- Access to educational programs and/or student services not available at their local school;
- Educational needs, including those of a physical, medical or social/emotional/behavioral nature
- Other (please specify) \_\_\_\_\_

**Please read and initial each box below and sign the application form to indicate acceptance of the conditions for student transfers.**

- I understand that, if the transfer is approved, I am responsible to transport my child to and from the receiving school.
- I understand that bussing for my child, if approved, is a courtesy that may be revoked at any time by the Strait Regional School Board.
- I understand that school bus routes and/or stops will **not** be changed to accommodate new student transfers.

I understand that student transfers may be approved if there are no additional transportation and/or staffing costs to the Strait Regional School Board.

Parent/Guardian Comments:

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

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Date

For more information, please refer to the [Transfer of Students Within the Region Policy IV-E-7](#), and [supporting procedures, PRO IV-E-7](#).

**Please submit this application form to:**

Director of Programs and Student Services  
Strait Regional School Board  
304 Pitt Street, Unit 2  
Port Hawkesbury, NS  
B9A 2T9