



STUDENT TRANSFER GUIDELINES: ELEMENTARY 2023/24

* **Kindergarten registration transfers:** Please note the transfer process below **DOES NOT apply to kindergarten registration**. Incoming kindergarten students who are not placed in their first choice school are waitlisted for this school automatically. If you have moved and need to request a new placement for your incoming kindergarten child, email reghelp@sd42.ca.

TRANSFER PHASE 1 (MARCH 8 - APR. 11)

Transfer Phase 1 opens on the [Parent Portal](#) at **12 p.m. (noon)** on **March 8, 2023**. Students applying in *Transfer Phase 1* must complete a transfer request on the Parent Portal by **April 5, 2023**. *Registration date/time stamps will be considered.*


If your child is new to the school district, use the school locator (<http://www.sd42.ca/school-locator/>) to find your child's catchment school, and log into the [Parent Portal](#) to submit your catchment school request. *Please note that our school locator application will show your child's designated catchment school based on your home address; however, your child may not be assigned to their catchment school if the building is at capacity. Please contact the principal of your child's catchment school for more information.*

If you require assistance, contact the school district office at 604.463.4200.

The best chance to transfer schools is during Transfer Phase 1.


ACCEPTANCE CRITERIA FOR PLACEMENT:

1. Siblings of students already attending desired elementary school (currently in grades K-6)
2. In catchment (proof of residence required)
3. In catchment daycare students (proof of daycare in catchment required)
4. Out of catchment students without siblings
5. Out of district students

 Successful transfer Phase 1 applicants will be contacted by **April 11, 2023**


TRANSFER PHASE 2 (APR. 6 - MAY 16)

Transfer Phase 2 takes place between **April 6, 2023** and **May 16, 2023**. The process for Transfer Phase 2 is the same as for Transfer Phase 1 (see Transfer Phase 1). Transfer in this phase must be completed by **May 15, 2023**. *The chance of a successful transfer in Transfer Phase 2 is less likely than in Transfer Phase 1. Registration date/time stamps will be considered.*

 Successful transfer Phase 2 applicants will be contacted by **May 16, 2023**


TRANSFER PHASE 3 (MAY 17 - JUNE 21)

Transfer Phase 3 takes place between **May 17, 2023** and **June 19, 2023**. The process for Transfer Phase 3 is the same as for Transfer Phase 1 (see Transfer Phase 1). Transfer in this phase must be completed by **June 19, 2023**. *The chance of a successful transfer in Transfer Phase 3 is less likely than in phases 1 and 2. Registration date/time stamps will be considered.*

 Successful transfer Phase 3 applicants will be contacted by **June 21, 2023**

TRANSFER PHASE 4 (JUNE 20 - AUG. 30)

Transfer Phase 4 takes place between **June 20, 2023** and **August 25, 2023**. The process for Transfer Phase 4 is the same as for Transfer Phase 1 (see Transfer Phase 1). Transfer in this phase must be completed by **August 29, 2023**. *The chance of a successful transfer in Transfer Phase 4 is less likely than in phases 1, 2 and 3. Registration date/time stamps will be considered.*

 Successful transfer Phase 3 applicants will be contacted by **August 30, 2023**