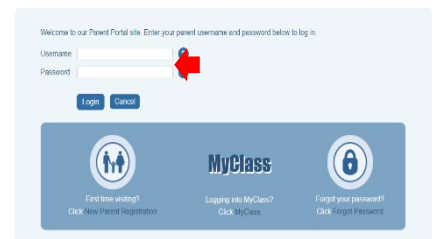




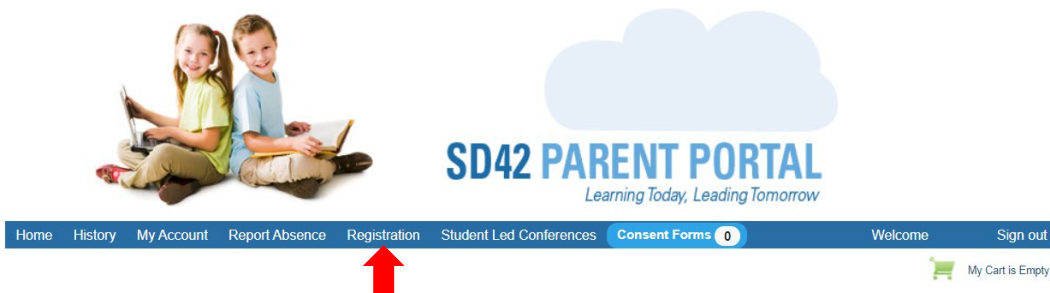
## Student Transfer Request – Existing Students

Are you looking to transfer your student withing schools in the Maple Ridge Pitt Meadows School District 42? Our online system allows you to request a transfer whether you are moving primary residences or graduating from Elementary to Secondary school. These requests can be made by logging in to your [SD42 Parent Portal Account](#).

- (1) Login to your SD42 Parent Portal Account
  - a. Navigate to <https://parents.sd42.ca>
  - b. Choose the **Parent** option
  - c. Login using your parent credentials



- (2) Select the “Registration” tab on the navigation bar





- (3) On the New Requests tab, you will see all available registration / transfer periods for the current and upcoming school years. Select the appropriate transfer period for your student by clicking on its name. In this example, we will request a transfer for a graduating elementary student into a secondary school.

**Registration Dashboard**

Introduction **New Requests** Current Requests History

Upcoming School Year 2021/2022

Registration Period	Opens	Closes
New to District Student Registration for Grade 8-12 (Secondary)	Jul 04 2021 12:00 PM	Jul 24 2022 12:00 AM
Transfer Request for Students Grade K-7 (Elementary)	Jul 28 2021 9:43 AM	Jul 29 2022 12:00 AM
<b>Transfer Request for Students Grade 8-12 (Secondary)</b>	Jul 04 2021 8:00 AM	Jul 24 2022 12:00 AM

- (4) Here you can see the details and information for the selected transfer period. There may be a countdown timer at the bottom of the page indicating when this period is option to transfer requests. The timer will be replaced with an orange “Begin Transfer Request” button when the countdown reaches zero.

### Transfer Request for Students Grade 8-12 (Secondary)

Transfer request for current SD42 secondary students (8-12) who want to transfer to a different SD42 secondary school during the 2021/2022 school year.

Registration opens in ## hours ## minutes and ## seconds

Existing Student

Are you an existing student looking to transfer schools or programs within School District 42? Click here to begin your transfer request.

**Begin Transfer Request**

Countdown will be replaced by an orange button



- (5) The first screen on the transfer form is the timestamp view. On this screen we let you know of your exact timestamp, as a reassurance that you should take your time filling out the information on the next screens. Click “Next” to proceed.

### You're All Set!

**Monday, August 9, 2021 (10:25:29 AM)**

Here is the timestamp of your registration! You can think of it as your place in line for this registration period. There is **no need to rush** the remainder of this form as the wizard will stay open for 12 hours from this timestamp, even if you close your browser. There is a summary page at the end of this process that will also display your timestamp, which you can save and/or print for your records.

Let's begin!

[Next](#) [Cancel](#)

- (6) The dropdown will contain any students linked to your account. Please select the student you wish to begin a transfer request for, and verify the information presented is correct before proceeding. Click “Next” to proceed.

### Student Transfer Details:

Select Student:

McFly, Marty

Click to expand the dropdown & select the appropriate student

Current School:

Hammond Elementary

Grade:

07

Verify the information

[Previous](#) [Next](#) [Cancel](#)



- (7) Please verify the primary student address is correct. **Changes cannot be made on this form, and you will need to contact the student’s current school to make any adjustments.** This address is pre-filled from MyEd BC and is used by the [School Locator](#) tool to determine your catchment schools. Click “Next” to proceed.

### Student Address Information

Address Details	
Apt / Suite #:	<input type="text"/>
Street Address:	<input type="text"/>
Street Name:	<input type="text"/>
City:	Maple Ridge <input type="button" value="v"/>
Province:	BC - British Columbia <input type="button" value="v"/>
Country:	Canada <input type="button" value="v"/>
Postal Code:	<input type="text"/>

*Please note that this address is populated from MyEdBC and cannot be edited here. To make any changes, please contact your student’s current school office.*

- (8) This is your school catchment information at the time of the [School Locator](#) lookup. Please note that these catchment boundaries may be subject to change in future school years. Click “Next” to proceed.

### School Catchment Information

This is your catchment (school boundary) information. Catchment boundaries may be subject to change in future school years.

Elementary Catchment Information			
English Catchment:	Hammond Elementary	French Catchment:	Laity View Elementary



Secondary Catchment Information			
English Catchment:	Westview Secondary	French Catchment:	Pitt Meadows Secondary



- (9) Indicate the program and school you wish to transfer your student into. When you select the program, the list of schools will be filtered to display only the ones which offer the program of choice. If a second choice is offered in your transfer period, please make a subsequent selection in the event your first-choice school program is no longer available. Click “Next” to proceed.

**School Choice(s):**

Indicate what school/program you would like your student to attend.

Click to expand the dropdown  English  School   Click to expand the dropdown

**First Choice**

Program:  School:

**Second Choice**

Program:  School:

- (10) Please enter any siblings that current attend school in the Maple Ridge Pitt Meadows School District. This list will be prefilled with any students that are currently linked to your account. Additional siblings can be added with the green “Add A Sibling” button and removed with the orange “Remove Sibling” button. Click “Next” to proceed.

**Sibling Details**



Please complete the following fields listing the names of the student's siblings. Only list siblings who already attend a school in Maple Ridge - Pitt Meadows School District 42. Please ensure that only one sibling is listed in each field. Click the “Add A Sibling” button to add more than one sibling.

Add A Sibling


Previous Next Cancel

- (11) If the selected period requests additional information regarding the transfer, the following screen will be presented. If not, please skip ahead to [step 12](#). Click “Next” to proceed.
  - A requested date to begin at the first-choice school. Use the date-picker to select the date
  - A reason for the transfer request (for example, relocation of primary residence). Enter a short description for the current school office to review

**Student Transfer Details:**

Requested date to begin at **Garibaldi Secondary**   

Reason(s) for leaving **Hammond Elementary**



Previous Next Cancel



(12) Please read and confirm that you have read the legal notice presented on the screen. Should you have any questions or concerns about the collections, use, or disclosure of the personal information collected, please email [privacy@sd42.ca](mailto:privacy@sd42.ca). Click “Next” to proceed.

### Legal Notice

The information on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act (FIPPA) and pursuant to School District No. 42 (Maple Ridge – Pitt Meadows) Board Policy 5700 and Board Procedures 5700.1 and 5700.2. The information will be used by the School District for the purposes of delivering and administering educational programs and activities for students, accommodating student needs, communicating with parents and students, ensuring compliance with school rules and regulations, ensuring order and safety at school, evaluating student performance and complying with the School District’s legal, regulatory and administrative requirements. If you have any questions or concerns about the collection, use or disclosure of the personal information collected please email [privacy@sd42.ca](mailto:privacy@sd42.ca).

I, as the parent or legal guardian of this student, agree to the above.

Parent/Guardian Name

Date: **August 9, 2021**

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[Next](#)

[Cancel](#)

(13) The application summary screen provides the registrant with a quick overview of information that is to be submitted. Please read over and confirm the details are accurate.

- Should any changes be required, please click on the desired right hand side link which will navigate you to the appropriate screen.
- Changes can then be made, and by clicking the yellow “Return to Summary” button, you can return to the summary screen.

School Transfer Information	
Requested School	Garibaldi Secondary
Requested Transfer Date	August 25, 2021
Reason for Transfer	moving residences

#### Student Transfer Details:

Requested date to begin at **Garibaldi Secondary**

Reason(s) for leaving **Hammond Elementary**

moving residences

[Previous](#)

[Next](#)

[Cancel](#)

[Return to Summary](#)



(14) Once you have reviewed and confirmed the information is correct, scroll to the bottom of the summary screen and click the green “Submit” button to submit your transfer request.

Student Information	
Registering Student	McFly, Marty
Current School	Hammond Elementary
Current Grade	Grade 07

School Transfer Information	
Requested School	Garibaldi Secondary
Requested Transfer Date	August 25, 2021
Reason for Transfer	moving residences

[Previous](#) [Submit](#) [Cancel](#)

(15) Your request is now complete. A copy of your request form can be downloaded using the green “View Transfer Request Details” button, or you can return to the Registration dashboard using the blue button.

### Request Complete

You will receive a confirmation email with all your details shortly from [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca). Please add [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca) to your safe senders list to ensure our messages do not end up in your junk email folder. Should you wish to reach out with any questions or concerns, feel free to email us at [portalhelp@sd42.ca](mailto:portalhelp@sd42.ca).

[Return to Registration Dashboard](#) [View Transfer Request Details](#)

Please be sure to add [do-not-reply@info.sd42.ca](mailto:do-not-reply@info.sd42.ca) to your safe senders list to ensure our messages do not end up in your junk/spam email folder(s). Should you wish to reach out with any questions or concerns, please reach us at [portalhelp@sd42.ca](mailto:portalhelp@sd42.ca).

