

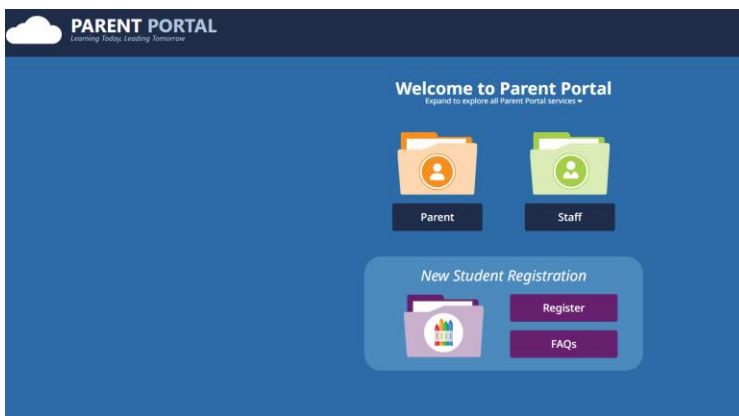


Student Withdrawal Request – Existing Students

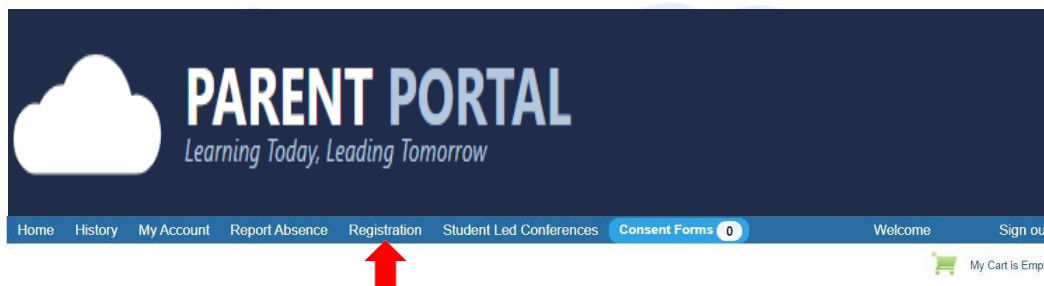
Are you looking to withdraw your student from the Maple Ridge Pitt Meadows School District 42? Our online system allows you to notify your current school of your intent, allowing the school to ensure student records are transferred to the new school in a timely manner. These requests can be made by logging in to your SD42 Parent Portal Account.

*Please note: a withdrawal **cannot** be used to request a different school within SD42. If your child is currently attending an SD42 school and you would like to request a transfer to a different school within our district, you will need to complete a transfer request. See the **transfer request process** tab above for more information.*

- (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) Select correct School Year and Select appropriate withdrawal period by clicking on the name of the period (ie. Open Enrollment #####/##### – New; Transfer; Withdraw)

Registration Dashboard

Introduction | **Current Year 2025/2026** | Next Year 2026/2027 | Current Requests | History

Current School Year 2025/2026

Registration Period	Opens	Closes
Open Enrolment 2025/2026 - New; Transfer; Withdraw	Aug 19 2025 12:00 PM	Jun 26 2026 12:00 AM

- (4) Look for the RED withdrawal box that comes up at the bottom of the screen and click on it.

Withdrawal

Are you a student looking to leave School District 42?
Click here to withdraw.

Withdraw

- (5) The first screen on the withdrawal 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 (12:31:39 PM)


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 Withdrawal Details:

Select Student: ✓  Click to expand the dropdown and select appropriate student

Current School: Hammond Elementary  Verify the information

Grade: 07

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

- (7) Please enter any siblings that currently 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](#)

- (8) If the selected period requests additional information regarding the withdrawal, the following screen will be presented. If not, please skip ahead to [step 9](#). Click “Next” to proceed.
- A requested date to withdraw from the current school. Use the date-picker to select the date
 - A reason for the withdrawing from the school (for example, relocation of primary residence into a different school district). Fill in the required information as applicable for the school office to review

Student Withdrawal Details:

Requested date to withdraw from **Hammond Elementary**  

Reason for leaving your current school?

Transferring to a school outside of our district Other 

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



(9) 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. Sign your name and 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 withdrawing students from the MyEducation BC Student Information System, connecting with the new school for the transfer of the student records, evaluating and improving our programs and services, 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.

By entering your name in the space below and clicking submit, you are confirming and agreeing that:

- I, as the parent or legal guardian of this student, hereby acknowledge that I have read, understood and agree to the above and give my consent to the collection, use and disclosure of the personal information included in this form for the above purposes and certify that the information I have provided on this form is complete and accurate as of the date this form is submitted.

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

Parent/Guardian Name:

Date: **April 8, 2026**

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(10) Permission for Release of Student Information – This information confirms permission to release your student’s information to their next school. Please sign and Click Next.

Permission for Release of Student Information

As the parent/guardian of whose birth date is , I hereby give approval for my previous school, , located at and contactable at , to provide or send any student information (PR Card, Portfolio, G-4 Folder, etc.) and/or any confidential files concerning my above-mentioned child to of **Maple Ridge Pitt Meadows School District 42**

As the parent/guardian of whose birth date is , I hereby give approval for the Student Records Department of School District No. 42, Maple Ridge Pitt Meadows, to release the student files, confidential files, permanent record cards, transcripts or medical information pertaining to my child / children to in , contactable at .

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



Parent/Guardian Name:

Date: **April 8, 2026**

The information on this form is collected under the authority of the *School Act*. Information is used for Ministry of Education reporting: demographic, enrollment, budget, facility, transportational and operational analyses. It will be kept secure and confidential in accordance with the *Freedom of Information and Protection of Privacy Act*.

[Previous](#) [Next](#) [Cancel](#) [Return to Summary](#)



(11) 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 request.

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

School Transfer Information	
Requested Transfer Date	September 13, 2021
Reason for Transfer	Transferring District
Destination School	Stoney Creek Elementary

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

(12) Your request is now complete. A copy of your request form can be downloaded using the green “View Withdrawal 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. Please add 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.

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

Please be sure to add 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 reghelp@sd42.ca.

