

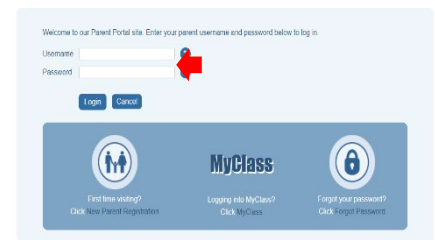


Student Withdrawal Request – Existing Students

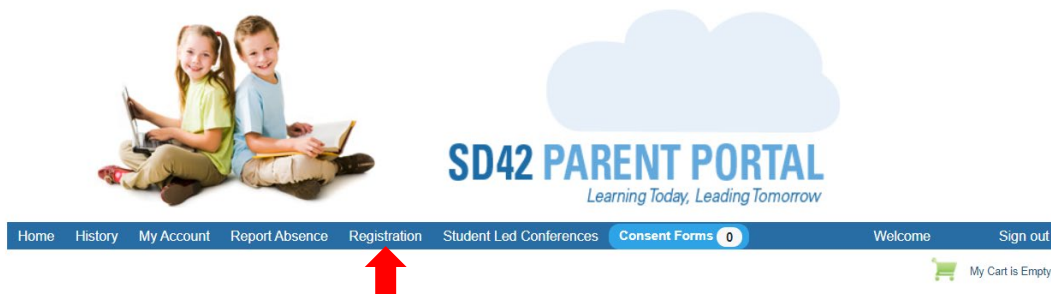
Are you looking to withdraw your student from the Maple Ridge Pitt Meadows School District 42? Our online system allows you to notify your current school of your intent, allowing the school to ensure student records are transferred to the new school in a timely manner. These requests can be made by logging 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) On the New Requests tab, you will see all available registration / withdrawal periods for the current and upcoming school years. Select the appropriate withdrawal period for your student by clicking on its name.

Registration Dashboard

Introduction **New Requests** Current Requests History

Upcoming School Year 2021/2022


Registration Period	Opens	Closes
Kindergarten Registration - Open Phase	Aug 19 2021 12:00 PM	Jun 16 2022 12:00 AM
Withdraw student from School District 42	Jul 28 2021 10:44 AM	Jul 30 2022 12:00 AM
New to District Student Registration for Grade Kindergarten - Grade 7	Jul 27 2021 10:12 AM	Jul 29 2022 12:00 AM

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

Withdraw student from School District 42

If you are moving outside of School District 42, please complete a request to withdraw your child(ren). We also encourage you to contact the new school/district where you are planning to move to inquire on the registration process for that district. Please note a separate request must be submitted for each child. *This withdraw request is **not** to be used to request a different school within School District 42.*

Countdown will be replaced by a red button



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

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 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 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

- (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. 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.

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

Parent/Guardian Name

Date: **August 9, 2021**

- (10) 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 Transfer Date	September 13, 2021
Reason for Transfer	Transferring District
Destination School	Stoney Creek Elementary

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



(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 portalhelp@sd42.ca.

