

**ADMINISTRATIVE PROCEDURE
STUDENTS, PARENTS AND COMMUNITY**

Effective:	April 5, 2017
Last Revised:	April 16, 2025

BOUNDARIES AND TRANSFER OF STUDENTS OUTSIDE THE HOME SCHOOL

1. PURPOSE

This procedure defines circumstances under which a student may attend a school other than the designated home school.

2. DEFINITIONS

Parent: Every use of “parent” in this administrative procedure includes legal guardians.

School Boundaries: School attendance areas or boundaries are needed to create school communities that are appropriately sized for the capacity of each school facility. The school boundary determines the designated home school for each student.

Transfer: In this administrative procedure, “transfer” refers to student attendance at a school outside the boundary of the school the student was designated to attend, but within the jurisdiction of Rainbow District School Board.

3. APPLICATION

This procedure applies to all school areas in Rainbow District School Board, provided that the proposed receiving school is able to accommodate the student who wishes to transfer.

PROCEDURES

4. Designated Home Schools

Except as provided elsewhere in this administrative procedure, a student shall attend the school within the boundary of which the student resides which offers the program selected by that student and his or her parents, with transportation provided in accordance with Board Policy GOV-16 Transportation Agreement.

5. Transfer of Students Outside the Home School: Elementary Schools

- 5.1 Transfers will occur only if, at the discretion of the principal, the receiving school is able to accommodate the student who wishes to transfer, without overloading classes or placing pressure on programs or services.

- 5.2 Once a student transfers to another school, the student is expected to remain for the complete school year.
- 5.3 Transportation is not provided unless the student is placed in a special education program.
- 5.4 Student transfers require a signed transfer form by parent, homeschool principal and receiving principal.

6. Transition from Grade 8 to Grade 9

- 6.1 In order to allow sufficient time to prepare for the coming school year, parents and/or students are required to submit a registration form to the school of their choice by March 21st. Students who have not submitted a registration form by March 21st will be registered at the home school.
- 6.2 After March 21st, a parent wishing to register a Rainbow District School Board student at a school outside of the student's home boundary must obtain a transfer form signed by the principal of the home school.
- 6.3 The principal of a secondary school who registers a Rainbow District School Board student into grade 9 from outside his or her home school boundary must immediately notify the secondary principal who would otherwise have registered that student in grade 9 within the home school boundary.
- 6.4 All transfers involving students who are 17 years of age or younger require the signature of the parents.
- 6.5 Once a student transfers to another school, the student is expected to remain for the complete school year.
- 6.6 Transportation is not provided unless the student is placed in a special education program or accepted into a magnet program.

7. Transfer of Students Outside the Home School: Secondary Schools

- 7.1 Transfers will occur only if, at the discretion of the principal, the receiving school is able to accommodate the student who wishes to transfer, without overloading classes or placing pressure on programs or services.
- 7.2 A parent or student wishing to register at a school outside of the home school boundary must obtain a transfer form signed by the principal of the home school.
- 7.3 The principal of a secondary school who registers a Rainbow District School Board student from outside the student's school boundary must obtain the transfer form signed by the home school principal.
- 7.4 All transfers require the signature of the parent/guardian or student if 18 or older.
- 7.5 Once a student transfers to another school, the student is expected to remain for the complete school year.

7.6 Transportation is not provided unless the student is placed in a special education program or accepted into a magnet program.

7.7 Students must adhere to Sudbury District Secondary Schools' Athletic Association rules regarding school transfers and athletic eligibility.

REFERENCE DOCUMENTS

Legal:

Education Act, section 171 Powers of Boards: Attendance Area for Each School

Board:

Board Policy No. GOV-16 Transportation Agreement