



Transfer Request: Change of Address for High School

This form is only for transfer requests due to a change of address, for Grade 10, 11 and 12 students. This includes immediate requests for winter 2021 and requests for the 2021-22 school year. Please refer to page 2 before completing form.

To be completed and signed by the Parent/Legal Guardian or Independent Student.

Student Name: (Last Name, First Name, Middle Initial)		CBE Student ID #:	Date of Birth: (YYYY/MM/DD)	
Student's OLD Address: (with Postal Code)			Special Education Coding: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's NEW Address (with Postal Code). Proof of Address is required. See back page for details.				
Current School:		Current Grade:	Designated School:	
Requested School:		Requested Grade:		
Parent/Legal Guardian Name:		Address (if different from student):		
Home Phone:	Business Phone:	Cell Phone:	Email Address:	
<p>I, as a Parent/Guardian acknowledge that:</p> <ul style="list-style-type: none"> a) this request is required for a transfer to be considered for a change of address and; b) this request will not necessarily result in the student's transfer to the requested school; and c) the request will be considered with regard to enrolment priorities set out under the <i>Education Act</i> and the policies of the Calgary Board of Education. <p>Note: If the student is an "independent student" as defined in the <i>Education Act</i>, the student's residency will be considered.</p>				
Signature of Parent/Guardian:				
This Transfer Request was discussed with the Principal/ Assistant Principal of the Designated school on: (YYYY/MM/DD)				
Signature of Principal/ Assistant Principal of Designated school				
<p>Authorization for Collection of Personal Information</p> <p>Personal information contained on this form is collected under the Student Record Regulation of the <i>School Act</i>, and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>. The information will be used for the purpose of student registration. If you have any questions regarding the collection of this information, contact the school Principal.</p>				

To be completed by **Requested** school.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature of Principal/Assistant Principal of Requested School:	Date: (YYYY/MM/DD)



Questions |

Please contact your designated school for further information and assistance.

Instructions

- 1 | Parents/Legal Guardian **must** fill out and sign Page 1 of the Transfer form.
- 2 | Submit this form, as well as proof of address, to the **Designated** school (based on the old address),
 - **Option 1 – Email submission:** Print, complete and sign this form. Scan the form and email it, as well as proof of address, to the designated school's main inbox as listed on the school website. The email must be sent from the parent/legal guardian (or independent student), using the email address on file with CBE. Scans must be clearly legible.
 - **Option 2 – Printed submission:** Contact the designated school to schedule a time to provide the form and proof of address to the Principal/Assistant Principal.
- 3 | Signature of the Principal/Assistant Principal of the Designated school **must** be obtained on the request form before proceeding to the next step below. Signature indicates awareness of request.
- 4 | Schedule a meeting with **Requested** school. Make sure to take the completed Transfer Request to meeting.
- 5 | Once a decision is made, the Principal/Assistant Principal of the Requested school will complete this form and send it to the Designated school.

Proof of Address

Proof is required of the new, current address. Accepted proof includes:

- bank statement
- GST rebate
- home or renter insurance
- income tax statement
- mortgage statement
- property tax assessment
- utility bill
- Independent students may use their driver's license as proof of address

The document must include the new current address and the name of the parent, legal guardian or independent student. Schools are not able to accommodate the change of address without the proof of address.