

## School Transfers

### 1 | Purpose

The purpose of this administrative regulation is to:

- provide clarity and guidelines for child or student transfers within CBE.

### 2 | Scope

This administrative regulation applies to:

- a child wishing to attend a CBE Early Childhood Services program;
- a student wishing to transfer schools within CBE; and
- employees involved in the admission, registration and transfer process for a child or student.

### 3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including dismissal.

### 4 | Principles

The following principles apply.

- CBE strives to support a child and student by providing a continuum of supports and services.
- Transfers are one method in providing a continuum of supports and services.
- Transfer processes will be consistent and transparent across the system.
- Transfer processes that are clear support effective transitioning of a child and student and effective stewardship of resources for the system.

Administrative  
Regulation No.  
6091

Classification:  
Students

Effective Date:  
January 26, 2021

## 5 | Definitions

**Academic Program:** means a series of courses that culminate in credit or credentialing at the 30 level.

**Address:** means the primary address is the address where the independent student or the parent of a child or student ordinarily resides. A child, student or independent student may only have one primary address. The primary address is the only address used for transportation regardless of a child or student's living/parenting arrangements.

**Admission:** means the initial registration for an Early Childhood Services program or the initial registration for Grade 1-12.

**Alternative Program:** as defined by the *Education Act* 19(1), means, an education program offered by CBE that:

- a) emphasizes a particular language, culture, religion, subject matter, or
- b) uses a particular teaching philosophy, and
- c) is not a religious education program offered by a separate school board of that religious denomination, Francophone education program or specialized supports and services under Section 11 of the *Education Act*.

**CBE:** means The Calgary Board of Education.

**Child:** means a child enrolled in a CBE Early Childhood Services program.

**Concurrent:** means occurring or existing simultaneously.

**Course:** means an individual subject that follows the mandated Program of Study by Alberta Education.

**Designated Attendance Area:** means the identified geographical area for a specified school.

**Designated School or Program:** means the school or program to which a child or student is directed based upon the:

- a) residential district in which the independent student or the parent of a child or student resides; or
- b) child or student's programming need.

**Early Childhood Services program (ECS):** means a CBE education program provided to a child who, as of September 1, is younger than six (6) years of age.

**Enrolment Status:** means a school designation of open, limited or closed that is based on the weighted school utilization rate and system need. Enrolment status is determined annually.

- a) **Open Status** – schools are below the weighted utilization rate of 85% and may enroll out of attendance area students up to the 85% utilization rate of the school utilizing the enrolment priority list as stated in Administrative Regulation 6090 | Child and Student Registration and Admission and system need.
- b) **Limited Status** – schools have exceeded the weighted utilization rate of 85% are still under 100% and the school may enroll out of attendance area students within the limits and system need.
- c) **Closed Status** – schools have reached or exceeded the weighted utilization rate of 100%. No out of attendance area requests will be accepted excluding system need.

**Independent Student:** means a student, as defined by section 1(1)(n) of the *Education Act*, who:

- a) is 18 years of age or older; or
- b) is 16 years of age or older; and
  - i. lives independently as determined by the principal; or
  - ii. is party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

**International Student:** means a student who is legally entitled to be in Canada for the purposes of study and does not have permanent resident status.

**Non-Canadian Child or Student:** means a child or student who has not obtained Canadian citizenship and includes:

- a) landed immigrants (Permanent Residents);
- b) refugees;
- c) a child of individuals who are lawfully admitted to Canada for permanent or temporary residence, or non-residents (parents on work or study permits); or
- d) non-Canadian child of Canadian citizens or permanent residents.

**Non-Resident Student:** means

- a) a student whose parent(s) do not reside in the geographical boundary of CBE and/or both parents are of the Roman Catholic faith; or

- b) an independent student who does not reside in the geographical boundary of CBE and/or is of the Roman Catholic Faith; or
- c) a student on a short-term visit of less than 10 days.

**Official Student Record (OSR):** means all information CBE collects and maintains which may affect the decisions made about the education of the child or student enrolled with CBE. The OSR will contain information from any other school board the child or student has attended.

**Out of Attendance Area:** means the area that is outside of the CBE designated attendance area of a school.

**Overflow School:** means the school that a child or student from a school in lottery is designated to attend.

**Parent:** as defined by section 1(2) of the *Education Act*.

**Resident Student of CBE:** means a student who has right of access to education as defined by section 3 of the *Education Act* and who as defined by section 4 of the *Education Act* means:

- a) a student where at least one parent physically resides within the geographical boundary of CBE and at least one parent is not of the Roman Catholic faith; or
- b) an independent student who resides within the geographical boundary of CBE and who is not of the Roman Catholic faith.

**Sequence of Courses:** means the order in which either core or complementary subjects in Grade 10-12 must be studied.

**Student:** means a person identified in sections 1(hh), 3 and 7 of the *Education Act* who is:

- a) enrolled in a school;
- b) at September 1 in a year is six (6) years of age or older; and is younger than nineteen (19) years of age, but
- c) does not include a child younger than 6 years of age who is enrolled in an Early Childhood Services program.

**Transfer:** means the process utilized after an initial admission and registration has been accepted for a child in an Early Childhood Services program or a student in Grade 1-12.

**Transfer Process:** means the processes consistent with Administrative Regulation 6091 | Student Transfers utilized for students requesting a move to a non-designated school for the following:

- a) Early Childhood Services program;
- b) Grade 1-9 students; and
- c) Grade 10 - 12 students.

## 6 | Regulation Statement

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| <b>General</b>   | 1) Transfers may only occur after a child or student has been admitted and registered within CBE consistent with Administrative Regulation 6090   Child and Student Registration and Admission.   |
|  | 2) Transfer processes will be consistent with those identified for Early Childhood Services, Grade 1-9 and Grade 10-12.   |
| <b>Transfer to a non-CBE School</b>  | 3) If the resident independent student or the parent of a child or resident student of CBE chooses to transfer to or enroll in a non-CBE school, the choice of school will remain in effect for the duration of the school year.  |
| <b>Child or Resident Student Requesting Admission   Out of Designated Attendance Area.</b> | 4) Once an out of designated attendance area registration is accepted for a child or student resident to CBE, a child in ECS and students in Grade 1-12 will remain enrolled for the duration of: <ol style="list-style-type: none"><li>a) the current school year; or</li><li>b) the course or program to which a Grade 10-12 student is admitted provided they remain in that course and/or complete the course or program.</li></ol> |
|  | 5) When a child or student withdraws from the out of attendance area school, in which they were accepted, the child or student returns to the child or student's designated school.   |

## 7 | Procedure

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| <b>Public Notice</b>         | 1) Each year CBE will make public the enrolment status for each school to identify if the school is open for enrolment, is limited (capped) for enrolment, or is closed for enrolment to new students. All Requests for Transfer will account for the enrolment status assigned to the school. |
| <b>Requests for Transfer</b> | 2) CBE students may apply to transfer to a school other than their designated CBE school in accordance with this administrative regulation and CBE's Transfer Processes.   |

- 3) Parents and independent students will have access to the Request for Transfer form on CBE's corporate site.
- 4) Requests for Transfer must be completed by the prescribed date using the Transfer Request Form for Early Childhood Services, for Grade 1-9, or the High School Transfer Process for Grade 10-12.
- 5) Requests for Transfer are utilized when:
  - a) a child or student's designated school changes due to a change in address;
  - b) a child in ECS is seeking to register in a Grade 1 class in which the child would be considered an out of attendance area student;
  - c) an independent student or parents of a student are requesting a school other than the student's designated school;
  - d) independent student or parents of a child or student are requesting to attend an alternative program and/or participate in the lottery system where utilized for limited enrolment status; and
  - e) a student wishes to transfer from an alternative program to attend the student's designated school.
- 6) Requests for Transfers are *not* utilized when:
  - a) registering a child or student new to CBE;
  - b) transitioning from one grade configuration to another, e.g., elementary to middle school;
  - c) a child in ECS who would be considered a resident student in Grade 1 and are attending ECS at their designated school in ECS;
  - d) accessing a specialized class;
  - e) there is a system placement due to an expulsion; or
  - f) a child or student is transitioning to schools outside of CBE.

**Documentation**

- 7) Each parent or independent student must complete a Request for Transfer form for any transfer request.
- 8) Proof of address is required to request a transfer.

**Early  
Childhood  
Services  
Program**

9) Parents of a child in a CBE ECS program may apply for transfer at any time throughout the year.

**Child  
Requesting Out  
of Designated  
Area Enrolment**

- 10) Requests for transfer for a child to another ECS Program out of the designated attendance area must be consistent with section 6(1) and the child must be registered at the designated school first.
- 11) If the Request for Transfer for a child requesting an out of attendance enrolment is after September 30, the principal will consult with superintendent of School Improvement or delegate to determine if space and resources are available prior to accepting a transfer.
- 12) If a child is unsuccessful in a transfer request, that child will remain at their designated school.

**ECS Moving to  
Grade 1**

- 13) Parents of a child wanting to transfer from their designated school to another school within CBE prior to the start of Grade 1 need to submit a Request for Transfer according to the prescribed date posted. If the deadline is missed, principals may not consider the transfer request until after the first week of school in a new school year.
- 14) A parent registering a child who would considered a non-resident student in grade 1, will need to enroll at the designated school for grade 1 and is not eligible for transfer as per section 6(3) of Administrative Regulation 6090 | Child and Student Registration and Admission.

**Grades 1-9  
Resident  
Student  
Requesting  
Transfer**

- 15) Parents of a student may apply for transfer at any time throughout the year.
- 16) Parents of a student in Grade 1-9 may request a transfer prior to the next grade by submitting the Request for Transfer according to the prescribed date posted. If the deadline is missed, principals may not consider the transfer request until after the first week of school in a new school year.
- 17) If the Request for Transfer for a resident student is after September 30, the principal will consult with superintendent of

School Improvement or delegate to determine if space and resources are available prior to accepting a transfer.

**High School Resident Student Requesting Transfer**

- 18) If a Grade 1-9 student is unsuccessful in a transfer request, that student will remain at their designated or overflow school.
- 19) A Grade 10-12 resident student wishing to attend an out of designated attendance area or program will use the High School Transfer Process once they have been admitted to their designated school.
- 20) All Grade 10-12 transfers must go through the High School Transfer Process. All approved transfers must be consistent with that process, this administrative regulation and Administrative Regulation 6090 | Child and Student Registration and Admission.
- 21) All Grade 10-12 transfer requests for the next school year must be submitted by **March 15**.
- 22) A transfer may be denied if a school has limited enrolment status. Transfers to a school with a closed enrolment status are prohibited unless approved under the High School Transfer process.
- 23) High school principals will confirm by the second week in April if a transfer has been granted or not.

**Chinook Learning, CBe-learn, Summer School**

- 24) Any non-CBE student attending Chinook Learning Services, CBe-learn or Summer School cannot transfer to a school in CBE, instead must follow the admission and registration process as outlined in Administrative Regulation 6090 | Student Registration and Admissions.

**8 | History**

Approval	January 21, 2021
Next Review	January 2026
Revision/Review Dates	

**9 | Related Information**

- *Education Act, S.A. 2012 c. E-0.3*



- AR 6000 | Independent Students
  - AR 6024 | Student Records
  - AR 6090 | Child and Student Registration and Admission
  - AR 6095 | Student Transportation
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- Use of Registration and Transfer Forms | ECS-Grade 9 Students
  - Transfer form ECS-Grade 9 |
  - High School Transfer Request