

# School District No. 22 (Vernon) PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.11.0

Adopted: June 9, 1987

Updated: November 21, 2022

## STUDENT PLACEMENT – APPLICATION

This application is to be filed by the parent on behalf of a student presently enrolled in a school in School District No. 22 (Vernon). It will be received by the Principal of the requested school only after discussion with the student's current Principal as indicated by the latter's signature below. **Student placement (transfer) forms are valid for one calendar year only.**

STUDENT'S NAME : \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ GRADE LEVEL AT Sep 2023: \_\_\_\_\_

\_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PHONE: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please provide two (2) pieces of identification that clearly identify both parent/guardian and the current residential address (i.e. BC driver's licence, utility bill or tax notice).

PRESENT SCHOOL: \_\_\_\_\_

REQUESTED SCHOOL: \_\_\_\_\_

REASON FOR TRANSFER REQUEST: \_\_\_\_\_

I have read the policy on the reverse side of this application.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
PRINT Name: Parent/Guardian

\_\_\_\_\_  
Acknowledged by Principal of Present School

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Principal of Requested School

\_\_\_\_\_  
Date:

This APPLICATION has been:

☐ Approved ☐ Not Approved ☐ Put on Wait List

☐ Cancelled ☐ Final Approval

### PLEASE NOTE:

- Elementary students** attending a school outside of their catchment area will be automatically assigned to the secondary school in that same catchment area, except students enrolled in a Program of Choice. Students wishing to return to their own catchment area for secondary placement must follow the transfer process.
  - Please note: VSS catchment area schools are closed to students residing outside the VSS catchment area.
  - Please note: Beairsto students continuing in French Immersion will automatically be assigned to WL Seaton Secondary.
- Secondary students** who transfer schools may lose their athletic eligibility for one year at their new school in accordance with **BC School Sports eligibility rules**.

# Program of Choice Application



Please select one of the following programs:

<input type="checkbox"/>	French Immersion Grade 1 at Beairsto
<input type="checkbox"/>	Late French Immersion at Harwood Elementary
<input type="checkbox"/>	Montessori at Silver Star Elementary
<input type="checkbox"/>	AIAO at Fulton Secondary
<input type="checkbox"/>	Forestry Program at Charles Bloom Secondary (a transfer form is not required for the Forestry Program)

Student Name:	
Parent/Guardian Name:	
Current School:	
Current Grade:	
Home Phone:	
Cell Phone:	
Email:	
Address:	

Parent/Guardian Signatures: \_\_\_\_\_

**\*\*Once a student is accepted to their Program of Choice, a Procedure 9.11.0 Student Placement "Transfer Form" will need to be completed at the Home School.**

<b>Office Use Only:</b>  Date/Time of Application: _____
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1404 35 Avenue, Vernon, BC V1T2R6  
Phone: 250-545-4409

Principal Jacqueline Taylor

Vice-Principal Ailish Mallow

January 11, 2023

To: Parents/Caregivers of Montessori New Students  
From: Mrs. Jacqueline Taylor, Principal  
Re: Montessori Program, Grades 1-6

Welcome to the Montessori Program at Silver Star Elementary. We are excited for your child's learning journey in this highly valued and regarded program.

It is important that parents/caregivers understand that upon registering in grade one Montessori Program you are committing to a minimum of one year. If the decision is to not continue in the Montessori Program you are to return to your catchment area school the following year.

When your child has completed grade six Montessori and is not living in the VSS catchment area (Hillview, BX and Silver Star), your child will be given the option to continue at Silver Star or have the option to go to their catchment school for their Grade 7 year.

All Montessori students out of catchment will be attending their catchment school for grade 8 as VSS is currently closed to out of catchment students.

Please sign the bottom portion of this letter confirming that you understand the above.

Regards,

Mrs. Jacqueline Taylor  
Principal  
Silver Star School

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Upon registering my child in the Montessori Program, I understand that if my child is out of the Silver Star catchment area my child is required to return to our catchment school in grade eight or if we decide to exit the program at the end of the school year.

\_\_\_\_\_  
Parent/Caregiver Signature

\_\_\_\_\_  
Please print name