



Guide to Student Transfer Application/Tracking Form For Parents

Application period: January 29 – February 9, 2024
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1. A student who is not currently attending an Ottawa-Carleton District School Board school must register at his/her designated school **prior to** completing a Student Transfer Application/Tracking Form (OCDSB 118E or OCDSB 118S).
2. A student can submit a Student Transfer Application Form on the OCDSB Web site or obtain a hard copy from any school.
3. Submit Student Transfer Application/Tracking Form to the receiving school.
4. Ensure 'grade' and 'program' are identified as those you are applying for.
5. Ensure expected 'start date' is filled in (month and year).
6. In accordance with Procedures PR.586.PLG and PR.569.PLG: Designated Schools/Student Transfers – Elementary and Secondary, section 4.11, applications received during the regular application period, the applicant will be advised of the student transfer decision as soon as possible following the end of the application period and no later than the end of March, in writing by the receiving school principal.
7. Under section 4.12, applications received after the regular application period (January 29 - February 9, 2024) will be reviewed in June and again in September to determine whether any additional transfer approvals are possible.
8. As referenced in section 4.10, the Ottawa-Carleton District School Board is not responsible for transportation if a student transfer is granted. Transportation is the responsibility of the applicant.
9. In accordance with Policy P.077.PLG: Designated Schools/Student Transfers, section 3.3 (j) (i), should it be discovered that a student is attending a school other than the designated school by virtue of false information having been provided to the OCDSB on the student's behalf, the student shall be required to move to the designated school at the earliest possible time that will not jeopardize the completion of courses already begun.
10. A student will be required to attend his/her designated school unless a student transfer has been approved.

Designated school:	A school which the student would be eligible to attend by place of residence, location of program or the redirection of a student arising from a suspension or expulsion.
Sending school:	The student's designated school.
Receiving school:	The school the student wishes to attend.