



Policy

To assist families in moving their students to a new school, it is necessary to provide accurate information to the receiving school. To provide consistent information, a Student Transfer Form shall be completed according to the following guidelines:

Procedure

1. The CISPG Student Transfer Form shall be filled out to provide accurate information to the receiving school.
2. The signed Transfer Form shall be given to the parent/guardian on the day the student leaves the school instructing them to give it to the receiving principal.
3. Upon receipt of a request from a school, school board or school authority in British Columbia, the school should transfer the Permanent Student Record (PSR) for the student to the requesting school, board, or authority. The transferring school should keep a copy of Form 1704.
4. The teacher and the principal must sign and date the **Transfer Form**.

References: Student Transfer Form #323	Date: March 2023
	Revisions: