



**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**  
OUT OF DISTRICT ATTENDANCE APPLICATION FORM  
FOR GRADE 8 STUDENTS

TO BE COMPLETED BY THE STUDENT AND PARENT  
*(valid only if submitted between January 9<sup>th</sup> - January 20<sup>th</sup>, 2017)*

Affix student information label here including:  
Student Surname, First Name, Initial, Birthdate,  
Student's Address, Telephone,  
Present School  
Student ID Number

Requested School (**ONE ONLY**) \_\_\_\_\_

Reason for Request

- Geography, i.e., student lives very close to the requested school
- Sibling will be in attendance at requested school.
- Program unavailable at home secondary school. Explain \_\_\_\_\_  
\_\_\_\_\_
- Compassionate reasons. Explain \_\_\_\_\_  
\_\_\_\_\_

I have read the conditions on the reverse side and concur with this application to transfer.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY SCHOOL PERSONNEL

- Exceptional Student
- Student has special needs (please comment below)
- Student has been referred to Special Services

Comment Concern \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SENDING PRINCIPAL \_\_\_\_\_

**CONDITIONS UNDER WHICH APPLICATION IS MADE**

1. All of our elementary pupils have been assigned to a home secondary school. Students and parents requesting a secondary school other than their home school will fill out an out of district attendance application form for ONE SECONDARY SCHOOL ONLY. Following counselling in the elementary school, the student submits the application **to the Elementary School Principal** (between January 9<sup>th</sup> and January 20<sup>th</sup>, 2017). The request will be reviewed by a committee of secondary principals and the Superintendent of Secondary Staffing. The student will be informed of the decision by the secondary school principal (or designate).
2. **The parents of students will be responsible for the transportation of the student to and from school.**
3. Once a school has reached 95% of its effective capacity, no other applications will be approved.
4. The number of out of district attendance transfers out of a particular school will be controlled so that the quality of the program available to the remaining students will be protected.
5. **Out of District applications will be accepted at the following times only:**

**Monday, January 9<sup>th</sup> - Friday, January 20<sup>th</sup>, 2017**

6. Elementary principals will be informed of a student's approved application by the requested school by Monday, February 6<sup>th</sup>, 2017. The secondary school Principal will notify students of the decision regarding this application.
7. Boundaries are closed for Tecumseh Vista Academy.
8. Boundaries are closed for Massey S.S. except for students who have been accepted in two or more of the four enriched courses at Massey. Students accepted into the Enriched Program are not required to submit an out of district application.  
**A Bellewood or Giles Campus student who lives in the Massey area and who chooses not to attend the home school which is Sandwich S.S. may apply to Massey as an out of district student.**
9. Those students who have been accepted into the W.C.C.A. program at Walkerville C.I. do not apply through this process. Acceptance into this program is deemed to be the out of district application.
10. Those students who have been accepted into the full IB Program at Leamington District High School or Riverside Secondary School do not apply through this process. Acceptance into the program is deemed to be the out of district application.
11. Students interested in attending Westview Freedom Academy (MAPS-My Achievement Pathway for Success) or Western Secondary School **do not** apply through this process. Students and parents are to contact their elementary school Principal to make arrangements for further information.