



Limestone District School Board welcomes all students, endorsing and promoting neighborhood schools, and believes that it is in the best interests of some students to transfer schools. The following administrative procedure is therefore intended to outline the process as it relates to “out-of-boundary” and/or “out-of-district” transfers/placements of students.

1. TRANSFERS

- 1.1. All students residing in the catchment area for a school as defined by the district shall be accommodated at that school.
- 1.2. Students may be permitted to attend any school within the board when there is available student space, upon submission and approval of the proper application. The Board will not be held responsible for the provision of any transportation for students under this procedure. This applies to both students within Limestone’s geographic boundaries (out-of-boundary), and students who live outside of those boundaries (out-of-district).
- 1.3. When a student moves during the course of a school year, the student may complete the school year at the school attended prior the move. However, there is no assurance that transportation will be provided. Transportation would be subject to Board Policy 21: Student Transportation.
- 1.4. Transfers may be granted throughout the school year or a new semester when an application is submitted in advance on the prescribed form (Form 305)
- 1.5. Special transfers may be granted at any time when circumstances and conditions indicate that a transfer would be in the best interests of the student.
- 1.6. Any student accepted as an out-of-boundary or out-of-district student shall remain eligible to attend that school until the student graduates or is otherwise withdrawn by the parent or guardian. Transportation is not assured for out-of-boundary or out-



of-district students and is subject to Board Policy 21: Student Transportation.

1.7. The Board reserves the right to cap the enrolment at any school, which may initiate the terms of Board Policy 19: School Accommodation.

1.8. In the event there are requests for out-of-boundary enrollment at a school, a waiting list will be maintained at the school in the order that out-of-boundary registrations were received.

1.8.1. Principals shall inform out-of-boundary and/or out-of-district applicants who are on the waiting list of the status of their request as soon as space is available.

Legal Reference:

Education Act

Ontario Regulation 298 S. 11 (1) Duties of Principals: Instruction, Organization

Transfer / Return to Limestone DSB

Request to Register

Form 305

This completed form must be saved and then emailed to the school to which you are applying. This form is used to request a transfer from one LDSB school to another LDSB school or if the student is returning to the LDSB from another Board. Submitting this Request Form does not guarantee a placement at the school. The final decision remains with the school principal. If the student is new to the Limestone District School Board, please go to registration.limestone.on.ca and submit an Online Registration form.

Requested start date:

School Year:

School Requested:

Language of Instruction:

Parent/Guardian Information:

Legal First and Last Name:

Primary Phone:

Email:

Do you have custody of the student listed below?

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Please bring a copy of the custody agreement with you.

Student Information:

Current LDSB School or LDSB School Previously Attended:

Legal First and Last Name:

Date of Birth:

Grade:

Home Address:

Program Name:

In accordance with Board policy, students register at the area school based on their home address. Proof of address must be provided to finalize the registration application. All school enrolment decisions are upon the approval of the Principal.

I give permission for information regarding my child to be released to the school designated above. I agree to update a Student Registration Verification Form and provide documentation as requested by the school as approved by the Principal.

Parent/Guardian or Student over 18 Name:

Date:

Parent/Guardian or Student over 18 Signature: