



# Out of Catchment Request Form

## School District 28

401 North Star Rd., Quesnel, BC V2J 5K2

Please give completed form to the secretary at the student's catchment school.

**Submission deadline:** The completed Out of Catchment Request form must be completed and submitted to your catchment school by **March 31<sup>st</sup>** for consideration for the following school year. Students will remain registered at their catchment school until informed of their acceptance at the requested Out of Catchment School.

**Late Submissions:** Any Out-of-Catchment Request forms received *after* March 31<sup>st</sup> will be decided by the end of the second week of September, as per Policy/Administrative Practice. **Transportation:** Parents/guardians will assume responsibility for transportation, or any additional costs incurred by the Out of Catchment Request, as per Policy/Administrative Practice. **Note:** Placements are reviewed on an annual basis. Students can stay at their Out of Catchment School as space is available and within the priorities set out in the Registration and Catchment policy.

Name of Student: \_\_\_\_\_

Date of Birth (day/month/year): \_\_\_\_\_ Kindergarten: ☐ Yes ☐ No

Grade: \_\_\_\_\_ ☐ This school year **OR** Grade: \_\_\_\_\_ ☐ In September

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Catchment school: \_\_\_\_\_

Current school (if different from catchment school): \_\_\_\_\_

Requested school: \_\_\_\_\_

Briefly describe reason for request: \_\_\_\_\_

### Parent/Legal Guardian

First Name: (print) \_\_\_\_\_ Last Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate: \_\_\_\_\_

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

Received by school secretary: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

### District Board Office use only:

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

**Decision:** ☐ Approved ☐ Denied ☐ Waitlisted

Comments: \_\_\_\_\_

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

Director of Instruction – Curriculum