



**Please check one:**  City of Regina  Outside of City, Elementary  Outside of City, High School

This form is to be used for students who are seeking to attend a school in the Regina Public School Division other than their designated attendance-area school or who live outside of the City of Regina.

### Student Information

Male  Female

LEGAL Last Name		LEGAL First Name	LEGAL Middle Name	
USUAL Last Name		PREFERRED First Name	Birthdate (dd/mm/yy)	
Apt. #	House #	Street Name	City	Prov
				Postal Code

### Parent/Legal Guardian Information

Relationship to Student				
Last Name		First Name		
Home phone #	Work #	Cell #	E-mail	

**Please ensure you are familiar with the following information governing the request for exemption of out-of-area and out-of-division students. Please make sure you complete and sign page 2.**

- Once an elementary school's capacity and availability of space has been determined, the division will declare the elementary school to be either open with a defined number of spaces, or closed for out-of-area and out-of-division applicants.
- Applications will be considered by priority category as outlined below. This priority order does not apply to division programs such as International Baccalaureate and Martin Academy.

#### **Out-of-Attendance Area, Living in the City of Regina (proof of address with legal guardian will be required)**

- Siblings of continuing students in the school whose residence falls outside the school's attendance area.
- Students receiving before and/or after-school childcare within the school's attendance area. Proof of enrollment will be required.
- Students whose residence falls within the attendance areas of other Regina schools.

#### **Out of Division, Living outside of the City of Regina**

- Siblings of continuing students in the school whose residence falls outside of the City of Regina.
- Students whose residence falls outside of the City of Regina.

#### **Please note:**

- For elementary schools Out-of-Attendance Area and Living in the City of Regina – application forms must be submitted to the elementary school where the student wishes to enroll by **March 31<sup>st</sup>**.
- For ALL high school applications and elementary Out-of-Division/Living Outside of the City of Regina – application forms must be submitted to the School Division Office by **March 31<sup>st</sup>**. Please email completed form to [info@rbe.sk.ca](mailto:info@rbe.sk.ca), or mail to 1600 – 4<sup>th</sup> Ave., Regina, SK S4R 8C8.
- Applicants who have submitted their application on time will be advised of the decision by April 30<sup>th</sup>.

**School Information**

Name of School Where Student Currently Attends

City

Grade

Name of School Where Student is Requesting to Transfer

English Program

French Immersion Program

Reason for Transfer (Please indicate the reason(s) why this student is requesting to attend this school):

**\*Please note that high school is determined by residence, not by the elementary school attended.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**For Office Use Only – To Be Completed By Requested School**

- Out-of-Area Transfer Application Form signed by parent/legal guardian
- Division Priority Category verified
- Proof of Licensed Childcare use verified
- Proof of residency (for inside the City of Regina)
- Sibling(s) currently attending the school
- Proof of guardianship when not living with parents

Application Received by: \_\_\_\_\_

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

Administrator's Signature: \_\_\_\_\_

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

Transfer Approved     Transfer Not Approved  
(reason)

Principal /Superintendent Signature: \_\_\_\_\_

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