

## International Education Program School Transfer Request Form – SECONDARY

Today's Date (mm/dd/yyyy): \_\_\_\_\_

**OFFICE USE ONLY**

ISP Student Number:

**STUDENT INFORMATION**

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_  
 English Name: \_\_\_\_\_ Birthdate (MMM/DD/YYYY): \_\_\_\_\_  
 Current BSD School: \_\_\_\_\_ Current Grade (this school year): \_\_\_\_\_  
 Student's Email: \_\_\_\_\_

**\* Please note our office cannot accept email from the following email servers: yahoo, msn, hotmail, outlook or sina.com**

**SCHOOL TRANSFER REQUEST INFORMATION**

**Start Date:**  **February** (new student only) \_\_\_\_\_ (year)  **September** \_\_\_\_\_ (year)

Requested Burnaby School Name: \_\_\_\_\_

Reason for Transfer Request: \_\_\_\_\_

Please provide living address for **Start Date** of the school year (listed as above):

Living Address: \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

**PARENT/CUSTODIAN INFORMATION**

- I, as a  parent  custodian of the above student is requesting to transfer to the following school and acknowledge that:
- (a) this request is required for a transfer to be considered and it is not guarantee;
  - (b) this request will only be considered if student paid for his/her school fees in the start date indicated as above;
  - (c) aware of the school placement for February and September (new students) will be announce in the same month and for September (returning student) will be announce after renewal process.

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Parent/Custodian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete this form and email to International Office at [international@burnabyschools.ca](mailto:international@burnabyschools.ca).**

**OFFICE USE ONLY – Do not complete**

NEW STUDENT	RETURNING STUDENT (Current Student)
Start Date: <input type="checkbox"/> February (new student only) _____ (year) <input type="checkbox"/> September _____ (year)	Start Date: <input type="checkbox"/> September _____ (year)
Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID	Student Paid School Fees? <input type="checkbox"/> Yes – Paid <input type="checkbox"/> No – UNPAID
<input type="checkbox"/> Updated Database and added memo (re: approval)	<input type="checkbox"/> Updated Database and added memo (re: approval)
<input type="checkbox"/> Informed student/parent/custodian of school changed (provided new LOA and receipt with new school name)	<input type="checkbox"/> Informed student/parent/custodian of school changed (provided new LOA, receipt with new school name and school transfer instruction)
<input type="checkbox"/> Emailed to notify both new and old secondary schools	<input type="checkbox"/> Emailed to notify both new and old secondary schools
<input type="checkbox"/> Emailed to Langara Homestay regarding change of homestay	<input type="checkbox"/> Emailed to Langara Homestay regarding change of homestay
<input type="checkbox"/> Updated Secondary School Transfer Request List (excel)	<input type="checkbox"/> Updated Secondary School Transfer Request List (excel)
<input type="checkbox"/> Uploaded notification emails and approved school transfer form	<input type="checkbox"/> Uploaded notification emails and approved school transfer form
<input type="checkbox"/> Change G4 and AIP labels	
<input type="checkbox"/> Notify Orientation Specialist / Welcome Centre	

Name of International Student Assistant (ISA) passing on request: \_\_\_\_\_ Date: \_\_\_\_\_

International Education Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_