



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/neighbourhood school or who live outside of the City of Regina.

Student Information

Gender Male Female Not specified

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

School Information

Name of School Where Student Currently Attends

City

Grade

Neighbourhood School

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 parents

Application Received by: _____

Date: _____

Administrator's Signature: _____

Date: _____

Transfer Approved Transfer Not Approved
(reason)

Principal /Superintendent Signature: _____

Date: _____