



LOUIS RIEL
SCHOOL DIVISION

LOUIS RIEL SCHOOL DIVISION
900 St. Mary's Road, Winnipeg, Manitoba R2M 3R3
Phone: (204) 257-7827, Fax (204) 256-8553, www.lrsd.net

**ELEMENTARY SCHOOLS
SCHOOL OF CHOICE (WITHIN DIVISION) TRANSFER APPLICATION**

For Application to be considered, students must be registered at their designated school

Please read the guidelines and conditions on the reverse side of this form. Application for the start of the next school year should be received at the designated school beginning February 1 to May 15

Student's First Name: _____ Last Name: _____

School Currently Attending: _____ Current Grade: _____

Designated School: _____ **SCHOOL OF CHOICE:** _____

Date to Begin Attending School of Choice: _____ Grade Applied For: _____

Name of Parent(s)/Guardian(s): _____

Address: _____ Postal Code: _____

Phone(s): Home: _____ Cell: _____

Email address (optional): _____

Reason(s): _____

Check if this application is a transfer from a French Immersion to your designated English school.

I have read and accept the Guidelines and Conditions on the reverse side of this form.

Parent(s)/Guardian(s) Signature _____ Date _____

SCHOOL OFFICE USE ONLY

| | |
|---|--|
| Designated School Principal's Acknowledgement/ Comments and Signature | School of Choice Principal's Recommendation/ Comments and Signature |
| Signature: _____ | Signature: _____ |
| Comments: _____ | Recommendation: Accommodate <input type="checkbox"/> Waitlist <input type="checkbox"/> |
| Date Application Received: _____ | Date: _____ |
| Does applicant have sibling in school being applied to YES <input type="checkbox"/> If yes, which grade _____ NO <input type="checkbox"/> | |

SUPERINTENDENT'S DEPARTMENT USE ONLY

Accommodate Waitlist Comments: _____

Date: _____ Signature: _____

Revision: YES NO Date: _____ School _____ Initial: _____

Divisional Procedure: Photocopy as required on white paper. SOC (Within Division) Application Forms to be signed by Principal of current school and School of Choice, then forwarded to the Superintendent's Department at the LRSD Board Office. When signed by the Superintendent's Department, the original will be kept on file at the LRSD Board Office and a copy will be sent to current school for distribution to the School of Choice, and parent/guardians.

GUIDELINES AND CONDITIONS

Pertaining to School of Choice (Within Division) Transfers of Students to an Elementary School other than their Designated School

(In accordance with Provincial "Schools of Choice Guidelines")

1. A School of Choice (Within Division) Form (SOC) for transfers within division can be obtained from any school in the Louis Riel School Division. The application requires the signature of the Principal of the catchment school, as well as approval from the Principal of the School of Choice.
2. Each of the High Schools in the Louis Riel School Division receives students from identified elementary/feeder schools or catchment areas. For High School transition, the designations are as follows:

Collège Béliveau: École Henri-Bergeron*, École Van Belleghem and École Guyot (Students from these schools transition to Collège Béliveau from Grade 8.) École Sage Creek (Students from this school transition to Collège Béliveau from Grade 6.) École Howden (Beginning in 2024-2025, students from this school transition to Collège Béliveau from Grade 8.) Students from École Provencher transition to École Henri-Bergeron from Grade 4.

Collège Jeanne-Sauvé: École Marie-Anne-Gaboury, École George McDowell and École Varennes (Students from these schools transition to Collège Jeanne-Sauvé from Grade 8.) École George-McDowell: École Julie-Riel* and École St. Germain (Students from these schools transition to École George-McDowell from Grade 5.)

Dakota Collegiate: Darwin, H.S. Paul, Hastings, Highbury, Lavalée, Victor H. L. Wyatt and Victor Mager Schools (Students from these schools transition to Dakota Collegiate from Grade 8.) Dr. D W Penner (Students from this school may choose to transition to Minnetonka or Darwin from Grade 6.)

Glenlawn Collegiate: Glenwood, Minnetonka, Samuel Burland, St. George and Windsor Schools (Students from these schools transition to Glenlawn Collegiate from Grade 8.) Dr. D W Penner (Students from this school may choose to transition to Minnetonka or Darwin from Grade 6.)

J.H. Bruns Collegiate: Island Lakes Community, Niakwa Place and Shamrock Schools (Students from these schools transition to J H. Bruns Collegiate from Grade 8.) École Sage Creek School (Students from this school transition to Shamrock from Grade 4.)

Nelson McIntyre Collegiate: Archwood**, Marion, and Nordale Schools (Students from these schools transition to Nelson McIntyre Collegiate from Grade 8.)

Windsor Park Collegiate: Archwood**, Frontenac, General Vanier (Students from these schools transition to Windsor Park Collegiate from Grade 8.)

*Students completing Grade 6 Middle Immersion at École Julie-Riel and École Henri-Bergeron attend Grade 7 at their catchment area French Immersion school.
**Dependent on address.
3. Applications for SOC's will not be accepted prior to February 1. The deadline for submission is May 15. Applications received after the May 15 deadline will be reviewed and considered on a case-by-case basis. SOC transfers are considered in the following sequence:
 - a) Catchment area students;
 - b) Within Division Transfer requests;
 - c) Out of Division Transfer requests.To facilitate effective planning, families wishing to exercise their transfer option are encouraged to submit SOC (Within Division) application early in the February 1 to May 15 time period, as there may be limited space for out of catchment area students and applications are considered based on date of receipt.
4. Each application is assessed on an individual basis to determine whether it can be accommodated or must be waitlisted. Space (class, grade, and school population), resources, and other factors as determined by the Principal and the Superintendent's Department, are considered in the process. There is no guarantee that siblings choosing the same school will be accepted. Parent(s)/guardian(s) will be notified on or before June 30, if their request has been approved or waitlisted. A numbered list will be established for those that are waitlisted and should space become available the family will be contacted.
5. If a transfer request is approved, transportation to and from the School of Choice is the responsibility of the parent(s)/guardian(s).
6. Once a student's SOC (Within Division) has been accepted, the new school becomes the student's designated school and further requested changes will be governed as in #1 to 5 above.
7. Completion of this application indicates that parent(s)/guardian(s) agree to participate in an intake meeting, if necessary, to consider the application. Attendance may include personnel from the School of Choice, from the former school and from pertinent support agencies required to determine suitable individualized programming.
8. French Immersion to English Program transfers are automatically accepted provided application is received prior to May 15 for the start of the next school year and the student is requesting the catchment English school corresponding to the parent(s)/guardian(s) address. Applications at any other time of the school year are subject to review of space and resources available at the requested school. Students requesting schools other than catchment English School must submit a Schools of Choice (Within Division) application and are subject to review of space and resources available at the requested school.
9. Resident students new to LRSD, including those arriving from DSFM schools and independent schools, must register at their catchment school. Those wishing to attend another school must complete a SOC (Within Division) application.