



**School District No. 35 (Langley)**  
**Cross Boundary Request Form**

Please check one of the following: ☐ **Out of Catchment** ☐ **Out of District**

**If Out of Catchment:** ☐ **I have registered my child at their catchment school**

\_\_\_\_\_  
Parent's Initials

☐ **I have attached a copy of the completed catchment school registration form**

\_\_\_\_\_  
Parent's Initials

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**Section A - to be completed by Parent or Guardian**

Present School District \_\_\_\_\_ Present School \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MMM DD YYYY

Expects to be enrolling in Grade \_\_\_\_\_ For the School Year \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Telephone \_\_\_\_\_

Alternate Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Email \_\_\_\_\_

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

Cross Boundary Request to attend \_\_\_\_\_  
(School)

I have read and understand the procedures and conditions printed on the back of this form.

Parent Signature \_\_\_\_\_

**Parent - Please take this form to the Principal of your catchment area school.**

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**Section B - Catchment School Principal Recommendation (For applicants attending Langley schools)**

\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent - Now please take this form to the school you wish your child to attend.**

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**Section C - Receiving Principal Recommendation**

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

☐ Late ☐ Granted ☐ Denied ☐ Deferred

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## School District #35 (Langley)

### CROSS BOUNDARY PROCEDURES AND CONDITIONS

#### **A. PROCEDURES - NEW REQUESTS** (These procedures and conditions are governed by Policy 7008 - Attendance)

1. The student and parent/guardian are asked to read the conditions below, then complete **SECTION A** and take the Cross Boundary Request form to the principal of the catchment school.
2. The catchment school principal will initiate the procedure at the request of the parent/guardian by completing **SECTION B**. The principal may wish to discuss the transfer request with the parent/guardian.
3. The form should be taken by the parent or guardian to the Receiving Principal.
4. Cross Boundary Requests should be received by the Receiving Principal before **Spring Break**. Requests delivered to the Receiving Principal after **Spring Break** shall be considered as late.
5. The Receiving Principal will inform parents of the decision after **June 15**. The decision may be to grant, deny or defer.
6. Wait lists will be established for those not accepted and maintained until September 15. Re-evaluation of space availability will take place periodically until September 15 to ensure that the maximum number of requests is met at the earliest possible time.
7. After application of any permitted sibling preference, priority of acceptance will be determined by time and date of application.

#### **B. PLEASE NOTE THE FOLLOWING CONDITIONS OF THIS CROSS BOUNDARY REQUEST**

1. Where a parent requests and receives approval for their child(ren) to attend a cross boundary school, it is understood that it shall be at no additional cost or obligation to the school district for matters such as transportation.
2. Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.
3. Enrolment applications from **non-school district students** may be refused if the student:
  - is under suspension from a B.C. Public School or School District, or
  - has been refused an educational program by a B.C. Public School Board under Section 85(3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board or has failed to apply themselves to their studies.

Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be subject to terms and conditions. A student who has been admitted under this section is not entitled to the status of a continuing student in the following year unless approved by the school Principal or Superintendent's designate.

4. Upon acceptance into the cross boundary school, parents and students are responsible for completing the registration process at the requested school.