

Transfer Application Form 2026/27

Please complete this form and submit it to each school you are requesting a transfer to.

Student Information

Last Name		First Name			
School		Grade		Division	
Date of Birth		ELL Level		1701 Designation	
☐ Learning Resource Support Required					

Parent/Guardian Information

Last Name		First Name			
Last Name		First Name			
Street Address					
City		Province		Postal Code	
Phone Number		Email Address			

Sibling Information

Last Name		First Name	
School		Grade	

Requested School

1st Choice		2nd Choice	
Please describe the reason(s) why you are applying to the requested school			
Program you are applying for			
☐ English	☐ Early French Immersion	☐ Late French Immersion	☐ Montessori

Parent/Guardian's Signature		Date	
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OFFICE USE ONLY				
Staff Initial		Application Date		Time
☐	The above application has NOT been approved			
☐	The above application has been approved for the 2026/27 school year			
Comments				
Decision Date				
District Administrator's Signature				

Important Information

- Parents/legal guardians must first register their child for school before submitting a Transfer Application Form to each requested school: <https://sd38.bc.ca/student-registration>.
- For best chance of transfer approval, families should apply in the round 1 transfer period.
- Approvals for Richmond Virtual School will be based on availability and priority. As part of our District Enrollment Management Strategy, schools may be deemed "open" or "closed" for transfer requests based on specific criteria relevant to that school.
- Students who apply for a transfer will be considered in the following priority order:
 - Sibling of a Richmond resident student attending the same requested school and same program option for the 2026/27 school year.
 - Sibling of a non-Richmond resident attending the same requested school and same program option for the 2026/27 school year.
 - Elementary - Daycare (address and confirmation of daycare may be requested).
 - Secondary - Grade 7 cohort.
 - Extenuating circumstances.
- Each Transfer Application Form must be submitted by email to the requested school(s). Please complete this form accurately, including reasons for the application. Incorrect or incomplete information may result in the application being denied. Please include an attached letter if there is a need to communicate more detail about the request.
- If your transfer application is approved, you will have two business days to accept or decline the placement. If you choose to accept the placement, your space at your catchment school will be forfeited. Should you choose to apply to return to your catchment school at a later date, your request will be subject to [501.8R - Student Admission, Registration, Placement and Transfer](#).
- If you are accepted at the requested school, transportation is the responsibility of the parent(s)/legal guardian(s).

Round 1 Transfer Applications	Round 2 Late Transfer Applications	Late Transfer Applications
February 9-27, 2026	February 28 – May 8, 2026	May 9, 2026 – Ongoing
Transfer decisions communicated to parents by March 13, 2026	Transfer decisions communicated to parents by June 12, 2026	Transfer decisions communicated to parents by September 11, 2026
Transfer complaint deadline: April 3, 2026	Transfer complaint deadline: June 19, 2026	Transfer complaint deadline: September 16, 2026