



OUT-OF-AREA TRANSFER APPLICATION

Instructions:

This form is used to ask for a transfer to a school outside a student's regular attendance area. Transfer requests may be considered if one or more of the following apply:

- There is no space available at the school the student is assigned to based on where they live.
- The assigned school cannot meet the student's educational, health, safety, or other needs. Clear evidence must be provided to show that attending another school is necessary to meet these needs.
- The student has a sibling who is already attending the requested school.

Each application is reviewed individually. Approval is not guaranteed.

Student information			
First name		Last name	
Today's date YYYY-MM-DD		Date of birth YYYY-MM-DD	
Physical address			
Unit # (optional)		Street number and name	
City or town		Province or territory	Postal code
School information			
Current school		Requested school	
What year are you applying for? ☐ Current school year ☐ Next school year		Grade student will be in at time of transfer (if approved)	
Does the student have a sibling in the requested school?		☐ Yes ☐ No	
Sibling first name		Sibling last name	
Reason for transfer request			
Explain the request to transfer outside your child's regular attendance area. Additional information may be requested.			

Parent, legal guardian, or student (16 years of age or older) information

First name		Last name
Phone	Email	

How to fill out the application:

- If you can fill out the application electronically, fill out the form on your computer or phone, save it, and email the application. Send the saved PDF, not a photo.
- If you can **not** fill out the application electronically, print the form, fill it out by hand then drop off, mail, or scan and email the application.

Submit your application:

- **By email:** publicschools@yukon.ca
- **In person or by mail** Education Building (E-1)
1000 Lewes Boulevard
Whitehorse, Yukon Y1A 2C6

Your personal information is being collected under the authority of the *Education Act* and the *Access to Information and Protection of Privacy Act* (ATIPP) to review your request for a school transfer. For more information about how your personal information is collected, used, and shared, please contact Yukon Education's ATIPP Coordinator at 867-667-8326.

Office use only

Request reviewed by (Superintendent)

Notes

Decision

☐ Approved ☐ Declined

Date notification was sent

YYYY-MM-DD