



FAQS - Students wishing to transfer to Lord Beaverbrook High School

➤ What reasons are considered as a request to transfer to Lord Beaverbrook High School?

Decisions regarding acceptance of outside of designated attendance area students, will be based on the following:

- Educational programming not available at designated school
- Siblings who wish to remain together

Generally, the following will only be considered in exceptional circumstances only should space and resources be available

- Peer group support
- Transportation

Transfer requests will not be granted based on Athletic programs.

➤ How do I request a transfer to Lord Beaverbrook High School?

Students must choose courses and register at their designated school first. Then students can begin the process referred to below.

➤ What paperwork do I complete to request a transfer?

There is a *Student Registration Checklist* (available in the LBHS Student Services Office) that lists all the necessary documentation and paperwork required when requesting to transfer to Lord Beaverbrook High School.

➤ When do I submit my application?

Registration packages may be picked up any time after February 8, 2018. All required forms and paperwork must be submitted to the Guidance/Learning Services Office by **Friday, March 16, 2018**.

➤ What happens once I submit my application?

The Administration at Lord Beaverbrook High School will review your application package and may request a meeting to discuss your application. Letters confirming acceptance or denial of your application will be mailed to you prior to April 30, 2018.

Phone calls will be made to those who are accepted for purposes of completing school registration and course selection.

➤ **Once I've been accepted at Lord Beaverbrook High School, what happens next?**

If you are a current CBE student: your transfer form will be signed by the Principal of Lord Beaverbrook High School and faxed back to your designated high school. Your designated high school will then cancel your program which then allows us to register you in our system at Lord Beaverbrook High School.

If you are a student from outside the CBE: (i.e. Catholic, Charter, Private), you should notify the school which you will not be attending that you are transferring to Lord Beaverbrook High School. It is your responsibility to provide us with your final report card in June or your registration will be considered incomplete.

➤ **If my request to transfer to Lord Beaverbrook High School is denied, can I appeal it?**

Yes. The process for appeal of the decision of the Principal will be outlined in the letter sent home to parents or guardians.