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IQUALUIT DISTRICT EDUCATION AUTHORITY

POLICY: STUDENTS NOT RESIDENT IN SCHOOL DISTRICT

SUBJECT: Students requesting transfer to another school

APPROVED: June 12, 2006 - Motion 12-06-06-03

AMENDED:

PAGE: 1 of 1

GENERAL:

Under Section 13 of the Nunavut Education Act "a District Education Authority may allow a person to register with a school operated by the DEA even if the person resides outside the education district or outside Nunavut". The following principles will apply to transfers:

1. **Consistency and continuity:** The IDEA considers consistency and continuity of a student's education to be paramount in considering transfer requests.
2. **Ability to accommodate to circumstances:** The IDEA will take into consideration class size when reviewing transfer requests.

RESPONSIBILITIES:

1. **Responsibility to Request Transfer:** It is the responsibility of the parent to request a transfer in writing to the IDEA prior to the move taking effect.
2. **Authority to Approve Transfer:** The IDEA is responsible for approving or denying the transfer and advising the principal of the school. Communication of the approval or denial of the transfer will be made by the IDEA to the parent. The student will not be asked to move classes until approval from the IDEA has been obtained.
3. **Denial of Transfer:** The IDEA is responsible for communicating the reasons for denying a student the opportunity to attend school outside their school district.
4. **Smooth Transfer:** It is the responsibility of the principals to ensure a smooth transition of a student who transfers to a new school during the school year.
5. **School Transportation:** The IDEA will not be responsible for the transportation of students attending a school outside of their education district.

PROCEDURES:

1. **Beginning of School Year Requests:** Parents/guardians of students who wish to attend a school outside of their education district must submit a written request to the IDEA identifying the student and outlining reasons for the request.

The Iqaluit District Education Authority



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2. **During School Year Requests:** If during the school year, as a result of a move, the student no longer resides in the school district presently attended, parents must submit a written request to the IDEA office to allow their child to remain in the school for the balance of the year.
3. Upon receipt of the written request the IDEA administrator will contact the principal of the receiving school and discuss if the student can be accommodated.
4. If the request is approved by the Principal, the IDEA administrator will advise the parents of the decision and any conditions governing the decision.
5. If the request is denied by the Principal, the request will be referred to an IDEA meeting for consideration by the members.
6. Results of the IDEA decision will be communicated to the parents of the student by the IDEA office manager.